

SELECTION PROCEDURES FOR DESIGN PROFESSIONALS

Recommended Guidelines



Georgia State Financing and Investment Commission

March 2003

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Recommended Guidelines

DESIGN/BID/BUILD DELIVERY METHOD



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**STATE OF GEORGIA
PROCEDURES FOR DESIGN AND CONSTRUCTION**

III. Project Implementation Phase

C. Design Bid Build

1. Design Phase

a. Selection Procedures for Design Professionals

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For cases in which a project will be executed through the Design Bid Build process, the selection of a professional design consultant (architect, engineer,) should be in accordance with the following process. An overall timeline illustrating the typical length of time to complete this process is included in Appendix 1.

Step 1 – Information Required Prior to Advertisement

Prior to selecting any services, Agencies should confirm the major conclusions from the project predesign or program. Major conclusions to confirm (and revise, if necessary) include:

- The overall schedule has been updated or, if not, necessary adjustments have been made.
- Funding has been allocated for the required service.
- The project scope has been properly defined and updated.
- The project delivery method has been identified and deemed appropriate.
- The total project budget has been reconciled with the appropriated funds.
- The management plan has been identified.

If any of the above conclusions differ from the approved predesign reports, or if a predesign report was not completed for the project, Agencies, at a minimum, should reconcile the above critical items before initiating the selection process.

The Request for Qualifications documents may be issued electronically with the advertisement on the Georgia Procurement Registry.

Step 2 – Advertisement of Project / Request for Qualifications

Advertisement of the Project

A public notice should be prepared by the agency and posted on the Internet at the Georgia Department of Administrative Services (DOAS) Georgia Procurement Registry (<http://www.procurement.state.ga.us/>) at least 15 days prior to the due date for the response to the Request for Qualifications. The Request for Qualifications should be posted with the advertisement on the DOAS website according to DOAS standard procedures. (See DOAS contact information and guidelines in Appendix 3.) In addition, if the agency wishes, the public notice may be published in an appropriate general circulation newspaper or other medium in the vicinity of the project location. For newspaper advertisements, Agencies should reduce costs by making the printed notice as succinct as possible, referencing the DOAS website as the medium for project details and appropriate documents. For efficiency, more than one project may be advertised in a single printed notice.

The notice on the Georgia Procurement Registry should specify the location of the project, the name of the project, and the type of service being advertised (i.e., predesign, design, engineering studies, etc.) and the anticipated period of performance. The notice should also include a brief description of the project, including the general character of the project (e.g., classrooms, laboratory, prison, library, etc.), the approximate physical size of the project, the project's estimated cost, and critical factors to be considered in the selection.

Georgia Procurement Registry Solicitation Types and Definitions

A formal solicitation, **Request for Quotation**, that includes well-defined specifications or scope of work and requests sealed bids from qualified vendors. The lowest bid that complies with the specification or scope of work is awarded the contract.

Select this option
on the DOAS
Procurement
Form

→ A formal invitation, **Request for Proposal**, from an organization to vendors to provide a creative solution to a problem or a need that the organization has identified. The judgment of the vendors experience, qualifications and solution often takes precedent over price.

A formal or informal document, **Request for Information**, soliciting information from vendors, deemed to be knowledgeable in the product or service under consideration, to gain information necessary to determine if a RFQ or RFP is appropriate for solicitation. This solicitation method is not intended to result in a contract award.

A formal invitation, **Request for Qualified Contractors**, stating predetermined qualification criteria, to solicit and qualify vendors for a subsequent RFQ or RFP solicitation. This solicitation method is not intended to result in a contract award.

The notice should specify to whom and when responses are due and the form of required response, including number of copies to be furnished. (See example advertisements in Appendix 4.) If a predesign process has been performed previously for an advertised design project, then the executive summary from the predesign document should be posted on the Georgia Procurement Registry along with the notice.

After the project has been advertised in the Georgia Procurement Registry, interested firms should not contact any agency representatives or facility users except those named in the advertisement on penalty of possible disqualification. This information must be included in the public notice.

Request for Qualifications

In order to provide an opportunity for consideration of as many firms as possible, a standard qualification package should be used. This package should consist of a letter of interest and Part II of the Standard Form 330 for the prime proponent and its principal subconsultants. It is recommended that the agency identify the evaluation criteria prior to finalizing the qualification solicitation. (See Appendix 5.)

The Agency should issue the evaluation criteria and weighting scale for the shortlist and the Final Selection Process along with the formal Request for Qualifications. The respondents should be instructed to reply with letters of interest that do not exceed four pages in length and include the following information to demonstrate their qualifications for the project:

- Prior experience of the responding consultant with successfully completed (within budget and on time) similar projects.
- Prior experience of the responding consultant with successfully completed previous State projects.
- Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects.
- Prior experience with this delivery method
- Prior experience with a collaborative design process
- Prior knowledge of local conditions or special conditions possessed by the responding consultant and/or its subconsultant(s).
- Responding consultant's proposed Project Principal, Project Manager, and Project Architect and their relevant individual experience.
- Responding consultant's proposed subconsultant Principals and Discipline Leaders and their relevant individual experience.
- Program for encouragement of minority business participation.
- Location of proposed project office.
- Demonstrated capacity to accomplish the design services within the desired schedule.
- Four references from the most closely related projects (including individuals' names, relevant responsibilities, e-mail addresses, and telephone numbers). References must not be for project more than five (5) years old.
- Responding firms litigation history
- Responding firm financial stability
- Responding firms insurance history

Step 3 - Selection Committee Appointment

Prior to or concurrent with the publication of the public notice in Step 2, the Principal Representative of an agency, as defined under the code, should appoint the Chair and members of a professional consultant Selection Committee. The Selection Committee's size may be in the range of 3 to 7 and should include representatives from the agency's professional staff, facility owner, facility maintenance, or agency management. If GSFIC is executing the contract the committee must consist of not more than two agency representatives, at least two GSFIC representatives and one independent representative appointed by the Director of GSFIC. Other neutral parties from other Agencies or the private sector with experience in design or construction may also be included. It may be valuable to include on the committee a non-facility person who

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has not previously served on a Selection Committee. If the selection process includes an evaluation from the qualification stage to a shortlist and then final selection, Agencies may elect to appoint different committee members for each phase. However, it is recommended that Agencies use substantially the same Selection Committee to maintain consistent evaluation.

Step 4 – Evaluation of Applying Firms

Once the project advertisement has appeared, the Selection Committee Chair should develop three proposed forms to be used in the subsequent selection deliberations: (1) Shortlist Selection Criteria Weighting and Scoring Form, (2) Shortlist Firm Scoring Form, and (3) Shortlist Scoring Summary of All Responding Firms. (See examples in Appendix 5, 6 and 7.) Additionally, the Chair should develop a proposed Firm Reference Checking Form containing questions deemed pertinent to judging the relative merits of shortlist proponents (see example in Appendix 8).

Following the deadline for receipt of the responses, the Selection Committee should convene to review the submitted qualifications of all candidate firms in accordance with the selection criteria published in the advertisement. Prior to commencing deliberations, the Chair should present the proposed forms. Any adjustments to the forms should be made that are required to achieve a consensus of the committee.

Subsequently, each member of the Selection Committee should review each firm's qualifications package and evaluate each firm using the Shortlist Firm Scoring Forms provided by the Chair.

After all members of the committee have reviewed all responses and independently completed their scoring sheets, the committee Chair should tally all the scores on the Shortlist Scoring Summary (Appendix 7) and immediately report the results to the committee.

Step 5 - Development of a Shortlist

The result of Step 4 will be the identification of no fewer than three, and no more than eight, firms that will be acknowledged as the "shortlist." Generally, three to five firms should be placed on the shortlist, the lesser number typically relating to smaller projects. No firm that currently has—or, with the award of this commission, will have—10% or more of the State's business for a running 36-month period (based on the quarterly report prepared by the State Auditor) should be included on the shortlist.

After the shortlist has been established, the Chair should assign the responsibility for checking the references of the shortlist firms to individual committee members to foster a consistent manner of gathering reference comments. The committee members should validate the recommend shortlist by completing the references checks before publicly announcing the shortlist. The committee's last action should be to determine the particulars of any final submission required from the candidates before the final selection interviews, the questions to ask during the interview, plus the format for the interviews themselves, which should be conducted in random order, normally. (See example interview format in Appendix 9.)

Step 6 – Notification of Firms on the Shortlist; Instructions for Final Submittal

The Chair should promptly notify all proposers about their success or failure in making the shortlist. Those on the shortlist should be notified by phone followed by written notice. Email may be an appropriate way to make some notifications. The notice to firms on the shortlist should include a requirement for the firms to be prepared to submit a fee schedule within three to five days following being selected, specify the steps in the remainder of the selection process, including the following:

- Location where the complete predesign document (if any) will be made available for review by shortlist firms
- Location where the standard procedures and contract may be obtained
- Place/time/host for a site visit (if appropriate)
- Schedule/location for interviews
- Appropriate form of response

- Any other information necessary or convenient to the selection process
- Consolidated list of selection committee's questions to address in interview

Example notification letters or emails are shown in Appendix 10 and Appendix 10a: "Notification to Firm that Did Not Make the Shortlist."

The Chair should request each of the firms identified on the shortlist to submit in advance of the oral presentations a Standard Form 330 Part I and a SF 330 Part II for any new subconsultant. These forms should be submitted in the number requested without cover letter or binding (stapled only). The SF 330 may be modified only as follows:

- Item F may be expanded to provide one page per project with the requested information, inclusive of project photographs or illustrations. (Firms are encouraged to include projects where individuals proposed to work on the project have had significant professional roles.)
- Item H may be enlarged to no more than six pages and should expand upon all the required information submitted in the initial letter of interest.

If a site visit has been deemed desirable, a previously identified representative of the agency should walk the site with the shortlist firms. However, all questions regarding the project must be submitted to the Agency Principal Representative, or designee, in writing or in electronic format, by a date established at the site visit in order to allow any agency responses provided to be sent to all shortlist firms in a timely fashion.

Step 7 - Final Written Submittal and Evaluation (Optional)

The Selection Committee Chair should make certain that the SF 330 submittal packages are promptly provided to all the members of the Selection Committee, along with proposed forms developed by the Chair to be used in the final selection process. Forms include a Final Selection Criteria Weighting and Scoring Form, a Final Selection Firm Scoring Form, and a Final Selection Scoring Summary of All Shortlist Firms. (See examples in Appendix 11, 12, and 13.)

The results of the reference checking assigned in Step 5 should be documented and distributed to all members of the Selection Committee. Prior to the oral presentation and interview, the committee members should review all of these materials.

Step 8 - Oral Presentations and Final Evaluation

At a time previously designated by the Chair, the Selection Committee should convene to receive oral presentations from each of the shortlist firms. In closed session prior to the commencement of oral interviews, any adjustments required to achieve a consensus of the committee regarding the forms to be used during the final selection process should be made, and copies of all completed Firm Reference Check Forms (see Appendix 8) should be distributed and discussed. Subsequently, interviews should proceed in accordance with the previously announced format.

After each oral presentation, the Selection Committee should ask each proponent to confirm that the firms on the project team and the key personnel identified in the initial submittal are still anticipated to make up the final project team that will provide the services, if selected. Each proponent should be advised that, if it is selected, the final team that it has presented will become the basis of the contract negotiations and agree that changes in the proposed design team (firms or key personnel) after this point can be made only with the express permission of the agency. The Selection Committee members should then ask all other questions that they deem pertinent. Selection Committee members are encouraged to reach a tentative score on each proposer after each individual presentation.

At the conclusion of all presentations, the Selection Committee should discuss each of the presenting teams, the committee member's tentative scoring, and issues raised about each presenter and score each interviewing firm on forms provided by the Chair. Subsequently, the Chair will total the individual scores on the Final Selection Scoring Form and announce the firm with the highest score. The committee should then deliberate

on the result to reach consensus. The committee chair should prepare a final score sheet and have each member sign the final score sheet. This firm will become the recommended selection to the Principal Representative. The remaining firms also will be ranked in descending order based on their final scores. The members of the Selection Committee should not discuss its recommendations with persons (other than the Principal Representative) who are not on the Selection Committee nor advise any firm of its recommendation

Step 9 - Appointment by the Principal Representative

The Selection Committee Chair should prepare a Final Selection Recommendation Letter (see Appendix 14) and forward it to the Principal Representative. The recommendation letter should briefly describe the project, define its anticipated scope, provide the date and place of its public advertisement, describe the character of professional services needed, and recommend that the commission be offered to the highest ranked firm by name. Accompanying the letter should be the Shortlist Scoring Summary of All Responding Firms and the Final Selection Scoring Summary of All Shortlist Firms, which will list both the applying firms and the shortlist firms with their scores and rankings. The Principal Representative should subsequently approve the ranking and authorize negotiation with the most highly recommended firm (or for good cause direct the Selection Committee to reconsider its recommendation).

Step 10 – Contract Negotiation with the Recommended Firm

Following the Principal Representative's ratification of a final selection, the Selection Committee Chair should notify the selected firm (see Appendix 15) and set a meeting to initiate contract negotiations. The agency and selected firm should discuss the scope of work required for the project, schedule, any special project requirements, and fee. The agreement should use the standard form contract, fee schedule and definition of Additional Services. A copy of the standard form contract is included in Appendix 16. Guidance on Additional Services recommended typical fees by project types and sizes is included in Appendix 17. If the agency is unable to reach acceptable contract terms with the highest ranked firm, the agency should provide written notice of termination of contract negotiations with that firm and should initiate contract negotiations with the second-ranked firm from the shortlist. This process is repeated until an acceptable contract is negotiated. The contract will be considered executed and binding after authorized signature by the parties.

Step 11 –Notification of Final Award

After a contract has been executed, all proponents should be notified in writing of the award and the rank order of all shortlist proponents. The notification should state that any proponent may obtain a copy of the Shortlist Scoring Summary of All Responding Firms and the Final Selection Scoring Summary of All Shortlist Firms by writing to the Principal Representative and enclosing a stamped, self-addressed envelope. The summaries provided should not divulge the scores assigned by individual Selection Committee members. (See Example Notice of Contract Award Letter in Appendix 18.) If requested by an unsuccessful proponent, the Chair of the Selection Committee should be available to debrief the proponent on the outcome of the procurement. It is in the best interest of the State to describe the rationale for the selection to the unsuccessful proponents so that they may improve their performance in other competition and improve the quality of professional services provided to the State.

Use of Telecommunications

For projects of limited scope (usually less than \$250,000 in fees) or of limited complexity, the shortlisting and selection process may be executed using teleconferencing or videoconferencing to expedite or facilitate the procedures outlined above. However, it is expected that the same basic steps will be followed to assure that all proponents are afforded a fair opportunity to compete.

Alternative Selection Method [recommend moving back to end of process as note.]

Code¹ Section 50-22-1 to -9 is the legal basis for the selection of professional services by the State. The selection procedure described in these guidelines is based on a method in the Code referred to as "selection by contract negotiations." An alternative method of selection allowed in the Code is referred to as "selection by

¹ Official Code of Georgia. See <http://www.ganet.org/cgi-bin/pub/ocode/ocgsearch?docname=OCODE/G/50/22/1>

other than contract negotiations.” In this alternative method, a shortlist of qualified firms is developed in the same manner as described in Step 1 to Step 4, above, and then selection is accomplished by consideration of cost and “other factors.” Although either method is permissible, most professional service selections should follow the procedure described in these guidelines, based on “selection by contract negotiations” because of the nature of the services being provided.

APPENDIX 1

SAMPLE TIMELINE FOR SELECTION PROCESS

APPENDIX 1
Typical Selection Timeline

ID	Task Name	Duration	-2	-1	1	2	3	4	5	6	7	8
1	Step 1 - Verify major conclusions from predesign (funding available, schedule, budget & delivery method)	14 days	Step 1 - Verify major conclusions from predesign (funding available, schedule, budget & delivery method)									
2	Reconcile any changes to major conclusions from approved predesign prior to starting selection process	14 days										
3	Confirm selection criteria for advertisement	6 days										
4	Steps 2 & 3- Advertisement	15 days										
5	Advertise Project (minimum of 15 days)	15 days										
6	A/E Responds to advertisement ("Initial Written Submittal" - SF 330 Part II and 4-page Summary)	15 days										
7	Appoint Chair and members of selection committee	7 days										
8	Create evaluation forms and distribute to selection committee	3 days										
9	A/E Submits Initial Written Submittal	0 days										
10	Steps 4 & 5 - Evaluation of Applying Firms / Validate Shortlist	15 days										
11	Distribute initial written submittal to selection committee for evaluation	0 days										
12	Selection committee to evaluates initial written submittal	7 days										
13	Selection committee meeting to score firms, identify shortlist, and develop final submission criteria	0 days										
14	Check references and validate shortlist	5 days										
15	Develop and issue final submittal requirements to shortlisted firms (Questions for section H of SF 330)	3 days										
16	Notification to shortlisted firms and unsuccessful firms; issue final submittal (SF 330 Part I) and oral presentation requirements	0 days										
17	Conduct site visit with shortlisted firms 3-5 days after notification (optional)	0 days										

APPENDIX 1
Typical Selection Timeline

ID	Task Name	Duration	-2	-1	1	2	3	4	5	6	7	8
18	Step 7 - Final Written Submittal and Evaluation - (Optional)	14 days										
19	A/E firms prepare submit final written submittal (SF 330) - Optional	7 days										
20	Selection Committee evaluates written final submittal - Only applies if requiring 2nd submittal	7 days										
21	Step 8 - Oral Presentations and Final Evaluation	2 days										
22	Convene to receive oral presentations for each of the shortlisted firms	0 days										
23	Final deliberation and scoring of shortlisted firms	0 days										
24	Step 9 - Recommendation to Principal Representative	1 day										
25	Issue final recommendation letter to Principal Representative for final approval	1 day										
26	Steps 10 & 11 - Contract Negotiations and Final Notification	6 days										
27	Notify selected firm	1 day										
28	Contract Negotiations / Contract Execution	5 days										
29	Notification of Contract Award to Unsuccessful Firms	0 days										

APPENDIX 2
MANAGERIAL CONTROL OVER ACQUISITION OF PROFESSIONAL SERVICES
OCG 50-22-1 TO 50-22-9

50-22-1.

The purpose of this chapter is to provide managerial control by the state over the acquisition of the professional services provided by architects, professional engineers, landscape architects, and land surveyors. It is declared to be the policy of this state to announce publicly requirements for such professional services, to encourage all qualified persons to put themselves in a position to be considered for a contract, and to enter into contracts for such professional services on the basis of demonstrated competence and qualification for the types of professional services required at fair and reasonable fees.

50-22-2.

As used in this chapter, the term:

(1) "Agency" means every state department, agency, board, bureau, commission, and authority, unless otherwise exempted under the provisions of subsection (b) of Code Section 50-22-7.

(2) "Person" means an individual, a corporation, a partnership, a business trust, an association, a firm, or any other legal entity.

(2.1) "Predesign" means that phase of an activity where requirements programming, site analysis, and other appropriate studies are conducted to develop essential information, including cost estimates, to support and advance the decision-making process prior to the design and implementation phases of an activity.

(3) "Principal representative" means the governing board of a state agency or the executive head of a state agency that is authorized to contract for the agency for professional services.

(4) "Professional services" means those services within the scope of the following:

- (A) The practice of architecture, as defined in paragraph (3) of Code Section 43-4-1;
- (B) The practice of professional engineering, as defined in paragraph (11) of Code Section 43-15-2;
- (C) The practice of land surveying, as defined in paragraph (6) of Code Section 43-15-2; or
- (D) The practice of landscape architecture, as defined in paragraph (3) of Code Section 43-23-1.

(5) "Project" means any activity requiring professional services estimated by the state agency to have:

- (A) A cost in excess of \$1 million; or
- (B) Costs for professional services in excess of \$75,000.00.

50-22-3.

Public notice shall be required for each proposed project that requires professional services. Such public notice shall be given at least 15 days prior to the selection of the three or more most highly qualified persons by the principal representative or the principal representative's designee pursuant to subsection (b) of Code Section 50-22-4. Such public notice shall be given by publication at least once in the Georgia Procurement Registry established under subsection (b) of Code Section 50-5-69 and in addition may be given by publication in one or more daily newspapers of general circulation in this state, shall contain a general description of the

proposed project, and shall indicate what selection method shall be used and the procedure by which interested persons may apply for consideration for the contract.

50-22-4.

(a) Any person desiring to provide professional services to a state agency shall submit to the agency a statement of qualifications and performance data and such other information as may be required by the agency. The agency may request such person to update such statement periodically in order to reflect changed conditions in the status of such person.

(b) For each proposed project for which professional services are required, the principal representative or his designee of the state agency for which the project is to be done shall evaluate statements of qualifications and performance data as required in the public notice provided for in Code Section 50-22-3 and shall conduct discussions with not less than three persons regarding their qualifications, approaches to the project, abilities to furnish the required professional services, anticipated design concepts, and use of alternative methods of approach for furnishing the required professional services. The principal representative or his designee shall then select not less than three nor more than eight persons deemed to be most highly qualified to perform the required professional services after considering, and based upon, such factors as the ability of professional personnel, past performance, willingness to meet time requirements, project location, office location, the professional's current and projected workloads, the professional's approach, quality control procedures, the volume of work previously awarded to the person by the state agency, and the extent to which said persons have and will involve minority subcontractors, with the object of effecting an equitable distribution of contracts among qualified persons as long as such distribution does not violate the principle of selection of the most highly qualified person. In selection, as mentioned in this Code section, persons who maintain an office in Georgia shall be given preference when qualifications appear to be equal.

50-22-5.

(a) After selecting not less than three nor more than eight persons deemed to be the most highly qualified to perform the required professional services, the principal representative or his designee shall then send a notice in writing to each person so selected defining the scope of the required professional services and then shall select a person to provide the professional services based upon additional factors such as the cost of providing the professional services and other factors as the agency deems appropriate or as required by law; provided, however, that, if the agency selects the person to provide professional services through contract negotiations, the provisions of Code Section 50-22-6 shall apply.

(b) In cases where Code Section 50-22-6 is not applicable, such additional factors to be considered shall be available to interested persons at the time of the public notice provided for in Code Section 50-22-3 and shall be presented in writing to any person selected for consideration of the project pursuant to Code Section 50-22-4.

50-22-6.

(a) In cases where the agency shall select the person to provide the professional services through contract negotiations, the principal representative or his designee shall rank in order not less than three nor more than eight persons deemed most qualified to perform such professional services. The principal representative or his designee shall then negotiate a contract with the highest qualified person providing professional services for such services at compensation that the principal representative or his designee determines in writing to be fair and reasonable. In making such decision, the principal representative or his designee shall take into account the estimated value of the services to be rendered and the scope, complexity, and professional nature thereof.

(b) If the principal representative or his designee is unable to negotiate a satisfactory contract with the person considered to be the most qualified at a price the principal representative determines to be fair and reasonable, negotiations with that person shall be formally terminated. The principal representative or his designee shall then undertake negotiations with the second most qualified person. If the principal representative or his

designee fails to negotiate a contract with the second most qualified person, the principal representative or his designee shall formally terminate such negotiations. The principal representative or his designee shall then undertake negotiations with the third most qualified person.

(c) If the principal representative or his designee is unable to negotiate a satisfactory contract with any of the selected persons, the principal representative or his designee shall either select additional persons in order of their competence and qualifications and continue negotiations in accordance with this Code section until a contract is reached or review the contract under negotiation to determine the possible cause for failure to achieve a negotiated contract.

(d) Each contract for professional services entered into by the principal representative shall contain a prohibition against contingent fees as follows: the architect, registered land surveyor, professional engineer, or landscape architect, as applicable, warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for him, to solicit or secure this contract and that he has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for him, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or the making of this contract.

(e) Upon any violation of this Code section, the principal representative shall have the right to terminate the contract without liability and, at his discretion, to deduct from the contract price or recover otherwise the full amount of such fee, commission, percentage, or consideration.

50-22-7.

(a) Notwithstanding any other provisions of this chapter, there shall be no public notice requirement or utilization of the selection process as provided for in this chapter for projects in which the state agency is able to reuse existing drawings, specifications, designs, or other documents from a prior project by retention of the person who provided the professional services and who prepared the original documents.

(b) Notwithstanding any other provisions of this chapter, the Board of Regents and University System of Georgia shall be exempt from the provisions of this chapter.

(c) The provisions of Code Section 50-6-25, relating to the eligibility of architectural and engineering firms to do business with the state, shall not be affected or superseded by the provisions of this chapter.

(d) Notwithstanding any other provisions of this chapter, there shall be no public notice requirement or utilization of the selection process as provided for in this chapter for services required for the predesign phase of any state agency construction project unless the state agency estimates the predesign phase alone to have costs for professional services in excess of \$75,000.00. No award of a contract to provide predesign services under this exemption shall be interpreted to preclude the lawful necessity to give public notice and use the selection process for design of projects meeting the criteria of paragraph (5) of Code Section 50-22-2. Costs for predesign services, whether or not those services are exempt under this subsection, shall be added to any other costs of an activity for purposes of determining whether the activity is a project.

50-22-8.

A state agency shall be authorized to promulgate rules and regulations to carry out the provisions of this chapter.

50-22-9.

In an emergency situation, agencies may waive all the requirements of this chapter and select by the most expeditious means possible the person to provide the professional services.

APPENDIX 3
GUIDELINES ON USING THE DOAS GEORGIA PROCUREMENT REGISTRY

How to Post Bids on the Internet

State Purchasing Policy requires that ALL bid opportunities in excess of \$10,000 be posted on the State's Procurement Registry. There are NO exceptions to this requirement.

In addition, agencies are encouraged to post requirements of less than \$10,000 when time is available in order to reach out to the vendor community, especially small and minority-owned businesses.

The following describes the minimum time frame for advertising bids and proposals to the Procurement Registry. Note that the number of days DOES NOT INCLUDE the day that the bid is posted so that, for example, a bid posted to the Procurement Registry on March 1 with a requirement of 30 calendar days cannot open earlier than March 31.

A minimum of 10 working days must be allowed for the return of all written "regular" bids between \$10,000 and \$100,000.
A minimum of 10 working days must be allowed for any sealed bid in excess of \$100,000 except as noted below.
A minimum of 15 calendar days must be allowed for contracts, other than construction, when the expected expenditure for the contract is in excess of \$250,000. <i>NOTE: When calculating expenditures for multi-year leases, rentals or installment purchase financing, include the total estimate, not just the estimate for the current fiscal year.</i>
A minimum of 30 calendar days must be allowed for any construction projects with expenditures in excess of \$250,000.
A minimum of 15 calendar days must be allowed for any project which includes professional services as described in the Official Code of Georgia (OCGA) 50-22 in excess of \$1 million.
A minimum of 15 calendar days must be allowed for costs of professional services as described in the OCGA 50-22 in excess of \$75,000.

Please note that the above are minimums. Certain bid opportunities may require longer advertising time on the Internet for an adequate return of competitive responses. Agencies are responsible for exercising good judgment when determining bid closing dates beyond the requirements listed above.

Posting requires access to the Internet. If your agency's procurement office does not have access to the Internet, it is suggested that your management be apprised of this requirement and that appropriate action be taken to provide such access.

In order to obtain access to the posting site, you must have a User Name and a Password. In order to obtain these, contact State Purchasing's Bid Officer, @ 404-657-6000.

Note: The Georgia Procurement Registry satisfies the previous requirements for legal advertisements. Agencies may still post legal advertisements in publications if they wish, but it is no longer required.

GENERAL INSTRUCTIONS AND TIPS

On the Internet enter the following address: www.ganet.org/purchase/bidding/doasbid.cgi.

Hit "enter".

Enter the User Name and your password.

Hit "enter".

When the web site comes up, bookmark it for future use (if this is your first time using this site).

Using your mouse, choose one of the Types of Purchase: Capital Construction; Maintenance and Renovations; Highway Construction; Professional Consulting; Request for Proposals; or General Bid Opportunities. Choose only one.

Using your mouse, click on the arrow under the box marked "Value Range." Click on the dollar range that falls within the estimated dollar amount of the Request for Quote (RFQ) or Request for Proposal (RFP). If you make an error, click on the gray button at the bottom of the page marked "Clear."

Using your mouse, click on the gray button marked "Submit" located above the "Clear" button.

When the next screen appears, click into the box marked "Bid Number." Enter the bid number. Use hyphens where appropriate.

Click into the box marked "Commodity Code". Enter the appropriate 5-digit NIGP Commodity Code WITHOUT A HYPHEN OR A SPACE.

Click into the box marked "Bid Closing Date." Enter the bid closing date using a "xx/xx/xxxx" format (for example: 03/01/1999).

Click in the box marked "Bid Closing Time." Enter the time deadline for submission of bids. Be sure to note a.m. or p.m.

Click in the box marked "Contact Name." You can enter the buyer's name or the name or title of the person to contact for a copy of the bid documents.

Click in the box marked "Contact Phone." Enter the phone number in a "xxx-xxx-xxxx" format (for example: 404-657-6000).

Click in the box marked "Project Title." Enter a brief description of what the bid covers. Click on the arrow in the box marked "Location." Select the county to which the goods are to be delivered or the service(s) performed.

Click in the box marked "How to secure bid." Describe the method for vendors to obtain a copy of the bid. If you want them to fax requests, be sure to note all the information you will need. For example:

"To receive a copy of a bid packet, fax your request to XXX-XXX-XXXX . Please provide the following information: the bid number, closing time & date of bid closing, company name, address, contact person, telephone number, TIN or SSN. Copies of bids can be mailed , sent Federal Express: Bill Recipient or held for pickup. Please include on your fax request which of these methods you prefer. If you chose Federal Express: Bill Recipient, be sure to include your Federal Express account number."

Click in the box marked "Description." Here is your opportunity to provide more than the information entered in the box marked "Project Title." THIS IS AN UNLIMITED FIELD. Here are some tips:

- The main ideas behind the registry are: (1) To alert the public about bid opportunities and (2) To provide enough information about the bids so that vendors do not request bids they are not capable of bidding on.

- Because of the software used in this application, the information will all "wrap", that is, it will ignore spaces and paragraphs and one sentence or word will follow the preceding sentence or word. If you wish to separate sentences, phrases or words, use five asterisks (*****) or five periods (.....).

- If the bid is for a justifiable "Sole Brand", insert the phrase "No substitutions. Bidders must be authorized XXXX resellers" or words to that effect. There is no reason to waste time, paper and postage because a vendor is not aware that substitutions will not be accepted and cannot provide the brand specified.

- If there is to be a site visit/walk-through or bidders conference, note the date, time and location of it.

-If the bid is for equipment that the vendor must install, note "Bid price MUST include installation." Conversely, if the bid is for equipment that normally requires professional installation, but which the agency plans to install itself, note "Bid price will NOT include installation. Agency will perform installation" or words to that effect. This information should also be part of the Request for Quote. This information will cut down on phone calls from confused vendors.

-If the purchase of equipment is to include training, so note.

- You can cut and paste from Word and WordPerfect documents into this area.

- If the bid is for an open agency contract, a fixed agency contract, a service maintenance contract or a lease/rental or installment purchase, always indicate that this is the case. Indicate the term of the contract (For example: "one-year open contract for noisemakers for the Georgia Department of Fun" or "a 36-month lease of worm incubators for Georgia Mid-South University").

- If there are only a few line items, you may want to list them. If they're more than a few, you may want to describe them in general terms (For example: "pipe and related plumbing items - 37 line items").

- Delivery may be to more than one location. If so, clarify in the descriptions (For example: "items are to be delivered to 27 department sites in various locations throughout the State of Georgia".)

Make sure that there are no errors. Once the process is complete, and the notice has been posted you cannot make changes from your PC.

OOPS! I MADE A MISTAKE. NOW WHAT?

If you discover typos or other errors after the posting has been made, you cannot change them from your PC. You must contact the Bid Officer at the State Purchasing Bid Office (fax 404-651-6763) and ask that the personnel in the Bid Office make the changes. Also, please fax any bid cancellations, closing date extensions or addenda to this office so that the postings can be kept up-to-date. In all cases, specify the RFQ or RFP number and the bid closing date as it currently appears on the Internet Procurement Registry.

APPENDIX 4
EXAMPLE INVITATION FOR PROFESSIONAL SERVICES
(Sample advertisements for predesign, design, engineering studies, others)

The (INSERT AGENCY NAME) seeks professional services for the development of a predesign study for a (INSERT PROJECT TYPE) to be constructed on (INSERT PROJECT LOCATION). For reference purposes, the facility is currently identified as the (INSERT PROJECT NAME). The scope of predesign services shall generally be in accordance with the latest version of Predesign of Major Capital Projects: Recommended Guidelines, published by the Office of Planning and Budget and the Georgia State Financing and Investment Commission available at http://www.opb.state.ga.us/capital_budgeting.htm

PROJECT DESCRIPTION

As currently envisioned, the building complex will include **INSERT PROJECT SCOPE AND VALUE**.

The Authority will select the predesign professional for this project as provided in Chapter 22 of Title 50 of the Official Code of Georgia Annotated, in particular O.C.G.A. Section 50-22-6. Proposing firms shall complete the Standard Form 330 Part II and the following questions in the requested format.

1. List X projects successfully completed by the proposing firm of similar scope and type using this delivery method.
2. List X projects successfully completed by the proposing firm of similar budget to this project.
3. List X projects successfully completed by the proposing firm of similar schedule to this project.
4. Have you worked previously with the Owner or Using Agency? If so, please list up to three projects in which the same Owner and Using Agency were involved. Identify the size and scope of the projects.
5. List up to X projects successfully completed by your other proposed design disciplines of similar scope and type to this project.
6. Your firm's or your other proposed design disciplines' prior knowledge of local conditions or special conditions.
7. Provide relevant individual experience of the responding consultant's proposed Project Principal and Project Manager (include resumes of key individuals)
8. Provide relevant individual experience of the responding consultant's proposed other design disciplines' Principals and Discipline Leaders.
9. Are you a minority business enterprise?
10. Provide the location of your firm's headquarters and the location of the office that will administer the project.
11. Briefly address unique project approach (i.e. Unique schedule requirements, cost management plan)
12. Does your organization have any pending litigation? If so, please explain. Has your company been part of any litigation over the past 5 years?
13. Is your firm currently the debtor in a bankruptcy case? Was your firm in bankruptcy at any time in the last five years? If so, please explain.
14. In the past five years, has any claim against your firm concerning your firm's work on design project been filed in court or arbitration?
15. At any time has your insurance made any payments on your firm's behalf as a result of default or error's and omissions? If so, please explain.

Firms having capabilities and experience for this study are invited to submit the following items (six stapled copies / no bindings) by (INSERT DUE DATE, TIME, AGENCY CONTACT AND DELIVERY ADDRESS)

1. Summary letter (not to exceed four pages) addressing the significant selection factors published above (excluding information provided in the accompanying SF330 Part II and Reference List described below).
2. Standard Form 330 Part II (not more than one year old) for the responding consultant and its principal subconsultants.
3. List of four references from the responding consultant's most closely related projects completed in the last three years on which the consultant served as the prime consultant (including individuals' names, relevant responsibilities, e-mail addresses, fax numbers, and telephone numbers).

Attempts to contact any agency representative in connection with this invitation (other than the individual designated above) or failure to provide fully responsive submittal information may lead to disqualification. This is not a request for a proposal.

APPENDIX 5
EXAMPLE SHORTLIST SELECTION CRITERIA WEIGHTING AND SCORING FORM

PROJECT: _____

The Selection Committee should develop the appropriate weighting for each advertised selection factor based upon perceived importance for this particular project. It is recommended that weightings in the following ranges be utilized:

- | | | |
|-------|---|------------------|
| 7-8-9 | - | Highly Important |
| 4-5-6 | - | Important |
| 1-2-3 | - | Not Critical |

For the purposes of this shortlist selection, the following weights have been assigned to the selection factors published in the Invitation:

		Weight
1	The responding consultant has successfully completed projects of similar scope and type using this delivery method.	
2	The responding consultant has successfully completed State or local government public works contracts of similar scope and type regardless of delivery method.	
3	The responding consultant's other proposed design disciplines have successfully completed similar projects.	
4	The responding consultant and their design disciplines have adequate prior knowledge of local conditions or special conditions relative to the project.	
5	The responding consultant's proposed Project Principal and Project Manager have adequate prior experience.	
6	The responding consultant's proposed other design disciplines' Principals and Discipline Leaders have adequate prior relevant experience	
7	The responding consultant has a program for encouragement of minority business participation.	
8	The responding consultant's references provided satisfactory judgement of the firm's prior experience on closely related projects.	
9	The responding consultant's project office is within a reasonable travel distance from the project site.	
10	The quality of response in relation to requested submittal information was satisfactory.	
11	The responding consultant provided an adequate response to the project specific criteria (i.e. Unique schedule requirements, cost management plan)	
12	The firm's is financial stable with no pending or past bankruptcy issues.	
13	The firm's litigation record in the past five years is satisfactory.	
14	The firm's insurance record in the past five years is satisfactory.	

Subsequently, each firm should be rated on a scale of 1 to 9 points on each weighted selection factor in accordance with the following scale:

- | | | |
|-------|---|-----------|
| 7-8-9 | - | Excellent |
| 4-5-6 | - | Good |
| 1-2-3 | - | Weak |

A total score for each firm should then be compiled by multiplying each weighted selection factor by the firm's quality score on each factor and then totaling all the individual weighted factor scores to arrive at the firm's total score.

APPENDIX 6
EXAMPLE SHORTLIST FIRM SCORING FORM
(Each Selection Committee member should fill out one form per proponent.)

PROJECT: _____

LEAD FIRM NAME: _____

EVALUATION DATE: _____

SELECTION FACTORS	WEIGHT	RATING	SCORE
The responding consultant has successfully completed projects of similar scope and type using this delivery method.		7-8-9 4-5-6 1-2-3	
The responding consultant has successfully completed State or local government public works contracts of similar scope and type regardless of delivery method.		7-8-9 4-5-6 1-2-3	
The responding consultant's other proposed design disciplines have successfully completed similar projects.		7-8-9 4-5-6 1-2-3	
The responding consultant and their design disciplines have adequate prior knowledge of local conditions or special conditions relative to the project.		7-8-9 4-5-6 1-2-3	
The responding consultant's proposed Project Principal and Project Manager have adequate prior experience.		7-8-9 4-5-6 1-2-3	
The responding consultant's proposed other design disciplines' Principals and Discipline Leaders have adequate prior relevant experience		7-8-9 4-5-6 1-2-3	
The responding consultant has a program for encouragement of minority business participation.		7-8-9 4-5-6 1-2-3	
The responding consultant's project office is within a reasonable travel distance from the project site.		7-8-9 4-5-6 1-2-3	
The quality of response in relation to requested submittal information was satisfactory.		7-8-9 4-5-6 1-2-3	
The responding consultant provided an adequate response to the project specific criteria (i.e. Unique schedule requirements, cost management plan)		7-8-9 4-5-6 1-2-3	
The firm's is financial stable with no pending or past bankruptcy issues.		7-8-9 4-5-6 1-2-3	
The firm's litigation record in the past five years is satisfactory.		7-8-9 4-5-6 1-2-3	
The firm's insurance record in the past five years is satisfactory.		7-8-9 4-5-6 1-2-3	
The responding consultant's references provided satisfactory judgement of the firm's prior experience on closely related projects.		7-8-9 4-5-6 1-2-3	

TOTAL SCORE: _____

APPENDIX 8
EXAMPLE FIRM REFERENCE CHECKING FORM

INTERVIEWER'S NAME: _____

DATE OF INTERVIEW: _____

NAME OF PROFESSIONAL FIRM: _____

NAME OF REFERENCE: _____

INSTRUCTIONS:

After a shortlist has been made, the Selection Committee should normally develop four to six set standard questions to ask each reference. Then committee members should be randomly assigned to personally call each the assigned references. Examples questions are shown below:

QUESTION 1: How would you rate Firm XYZ's overall performance on your recently completed office building?

QUESTION 2: Did firm XYZ performance in any way negatively impact affect the project schedule?

QUESTION 3: Did firm XYZ performance in any way negatively impact affect the project budget?

QUESTION 4: Was there continuity in Firm XYZ's principal and project management team throughout the life of the project?

QUESTION 5: Would you hire Firm XYZ to do another project for you in the near future?

Question 6: Did firm XYZ meet bid package deadlines?

Question 7: Did firm XYZ work collaboratively with the contractor on value analysis?

APPENDIX 9 INTERVIEW FORMAT RECOMMENDATIONS

The Selection Committee, before adjourning the shortlist development session, should determine what interview rules it wishes the proponents to follow during the formal interview process so they may be communicated to shortlisted firms in the Shortlist Notification Letter. The rules should be adjusted to serve the needs of the specific project for which the selection is being conducted, but here is one set that generally works well for most projects.

Time

- Normally 30 minutes for presentation, 10 minutes for questions and answers, and 5 minutes before and after for setup and knockdown.
- This allows proponents to be scheduled on the hour and still have time for a brief break.
- Preferably, interviews are all conducted the same day by all the same interviewers with evaluation completed before adjournment.

Media

- Normally presentation boards only.
- Proponents bring their own easels.
- No handouts other than agenda with proponent's attendees listed.

Presenters

- Three to five including Project Principal, Project Manager, Project Architect and key consultants who will work on the Project.
- The Project Interior Designer should also attend if the Project scope includes interiors.

APPENDIX 10
EXAMPLE SHORTLIST NOTIFICATION LETTER

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Susan Smith, AIA
Firm XYZ Architects, Inc.
123 Peachtree St. NE
Atlanta, Georgia 30331

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

July 1, 2000

Dear Ms. Smith:

On behalf of the Selection Committee for the above-referenced project, I am pleased to inform you that your firm is one of those shortlisted for a final selection interview. Interviews are scheduled to take place on August 14, 2000, in the GBA Training Room at the above address on the following schedule:

XYZ Architects	9:00—9:50 a.m.
The ABC Group	10:00—10:50 a.m.
Team EFG	11:00-11:50 a.m.
JKL Associates	1:00—1:50 p.m.

If you have a schedule conflict and are able to work out an exchange for your time slot with another shortlisted firm, you are free to do so provided you notify me at least one business day in advance.

You will be allotted 30 minutes for your presentation, 10 minutes for questions and answers, and 5 minutes before and after for setup and knockdown. Please do not use any video, slides, or models. Our preferred medium is presentation boards or flip charts with firms responsible for bringing their own easels. No handouts other than an agenda with the consultant's team representatives listed are desired.

Please bring five individuals to represent your proposed team, including your Project Principal, Project Manager, Project Architect, Project Interior Designer, and Lead Civil Engineer, since this study involves detailed programming and site investigation services.

If you wish to review the standard services agreement we intend to employ as the basis for your consultant contract, you may obtain a copy from this office by calling and requesting that it be made available to you by fax or electronic media.

A mandatory site visit will be conducted in advance of your interview at 10:00 a.m. on July 21, 2000. At that time, you will be provided a site survey and will have the opportunity to ask questions. While oral answers may be provided at that time, you should rely only on those written responses that subsequently will be e-mailed to your office.

At least five business days prior to your scheduled interview, please have delivered to this office seven copies of Standard Form 330 Part I (SF 330) for your proposed team and SF 330 Part II for any consultants added or changed since your original submittal (see attached SF 330 Part I & II) . These forms should be submitted without cover letter or binding (stapled only), and the SF 330 may be modified only as follows:

- Item F may be expanded to provide one page per project with the requested information, inclusive of project photographs or illustrations. (Firms are encouraged to include projects where individuals proposed to work on the project have had significant professional roles.)
- Item H may be enlarged to no more than 5 pages and should expand upon all the required information submitted in the initial response submittal.

Please remember that no one on your team should have any contact with any agency personnel, other than the signer, for the purpose of discussing this project on penalty of possible disqualification. We look forward to your presentation.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Copy: Selection Committee Members

APPENDIX 10a
EXAMPLE NOTIFICATION TO FIRM THAT DID NOT MAKE THE SHORTLIST

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

July 1, 2002

Jane Doe, Director of Facilities

Mr. Cletus de la Renta, AIA
Nextime Design, Inc.
123 Sourtree St. NE
Atlanta, Georgia 30333

Dear Mr. de la Renta:

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

On behalf of the Selection Committee for the above-referenced project, I wish to thank your firm for submitting the qualifications of your team for the above referenced assignment. Unfortunately, the Georgia Building Authority has elected not to select your firm for this particular project.

We appreciate your interest in Georgia Building Authority projects and hope that you will consider responding to future opportunities.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

APPENDIX 11
EXAMPLE FINAL SELECTION CRITERIA WEIGHTING AND SCORING FORM

(This form may also be used as the evaluation criteria for the Final Submittal Package (SF 330 Part I).

PROJECT: _____

The Selection Committee may reuse the same selection criteria weighting as used in the shortlisting process or adjust the weighting at its discretion based on new information or perceptions. Normally, the following weighting would be utilized:

- 7-8-10 - Highly Important
- 4-5-7 - Important
- 1-2-4 - Not Critical

For the purposes of this final selection, the following weights have been assigned to the selection factors

		Weight
1	Capacity: The firm demonstrated adequate capacity to give the project the attention it deserves.	
2	The proposed team members have adequate experience in the product type.	
3	The proposed subconsultants involved in the project demonstrated the capability of handling this type/size project.	
4	The firm has unique experience and qualifications to design this size/type project.	
5	The firm demonstrated a proven history for completing design within established schedules.	
6	The firm demonstrated a proven history for producing well coordinated quality contract documents.	
	Project Specific Approach	
7	The firm provided an innovative approach for meeting or exceeding the schedule requirements.	
8	The proposed team had synergy between the key team representatives. The proposed team connected well with the selection committee.	
9	The design options were feasible and in line with the program goals.	
10	They recognized and addressed the technical challenges. They demonstrated they have the ability to solve problems.	
11	They provided a realistic plan on how they will ensure quality plans and specs for this project.	
12	They provided a realistic and appropriate schedule approach for the project.	
13	They provided a realistic and appropriate cost control approach for the project.	
14	They conveyed good solutions to potential problems.	

Subsequently, each firm should be rated on a scale of 1 to 9 points on each weighted selection factor in accordance with the following scale:

- 7-8-9 - Excellent
- 4-5-7 - Good
- 1-2-4 - Weak

A total score for each firm should then be compiled by multiplying each weighted selection factor by the firm's quality score on each factor and then totaling all the individual weighted factor scores to arrive at the firm's total score.

APPENDIX 12
EXAMPLE FINAL SELECTION FIRM SCORING FORM
(Each Selection Committee member should fill out one form per proponent.)

PROJECT: _____

LEAD FIRM NAME: _____

EVALUATION DATE: _____

SELECTION FACTORS	WEIGHT	RATING	SCORE
Capacity: The firm demonstrated adequate capacity to give the project the attention it deserves.		7-8-9 4-5-6 1-2-3	
The proposed team members have adequate experience in the product type.		7-8-9 4-5-6 1-2-3	
The proposed subconsultants involved in the project demonstrated the capability of handling this type/size project.		7-8-9 4-5-6 1-2-3	
The firm has unique experience and qualifications to design this size/type project.		7-8-9 4-5-6 1-2-3	
The firm demonstrated a proven history for completing design within established schedules.		7-8-9 4-5-6 1-2-3	
The firm demonstrated a proven history for producing well coordinated quality contract documents.		7-8-9 4-5-6 1-2-3	
The firm provided an innovative approach for meeting or exceeding the schedule requirements.		7-8-9 4-5-6 1-2-3	
The proposed team had synergy between the key team representatives. The proposed team connected well with the selection committee.		7-8-9 4-5-6 1-2-3	
The design options were feasible and in line with the program goals.		7-8-9 4-5-6 1-2-3	
They recognized and addressed the technical challenges. They demonstrated they have the ability to solve problems.		7-8-9 4-5-6 1-2-3	
They provided a realistic plan on how they will ensure quality plans and specs for this project.		7-8-9 4-5-6 1-2-3	
They provided a realistic and appropriate schedule approach for the project.		7-8-9 4-5-6 1-2-3	
They provided a realistic and appropriate cost control approach for the project.		7-8-9 4-5-6 1-2-3	
They conveyed good solutions to potential problems.		7-8-9 4-5-6 1-2-3	

TOTAL SCORE: _____

APPENDIX 13
EXAMPLE FINAL SELECTION SCORING SUMMARY OF ALL SHORTLISTED FIRMS
(Ranks represent averages of Selection Committee's scores.)

PROJECT: _____

EVALUATION DATE: _____

S E L E C T I O N C R I T E R I A

FIRM	Rater A	Rater B	Rater C	Rater D	Rater E	Rater F	Rater G	SCORE	RANK

NOTE: Normally, the opportunity to negotiate a final agreement should be offered to the highest rank firm.

Signatures of Selection Committee Members:

1.

4.

5.

2.

3.

6.

7.

APPENDIX 14
EXAMPLE FINAL SELECTION RECOMMENDATION LETTER

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Jonetta Jones
Executive Director
Georgia Building Authority
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Re: Predesign Study
 New State Office Building at Capitol Avenue
 Atlanta, Georgia

August 1, 2000

Dear Ms. Jones:

The Selection Committee for the above-referenced project has conducted a shortlisting and interview process as provided in Chapter 22 of Title 50 of the Official Code of Georgia Annotated, in particular O.C.G.A. Section 50-22-6. This project was first published on www.ganet.org/purchase/ on June 1, 2000.

The services required of the selected consultant may be described generally as the development of a predesign study for a new multi-agency administrative office building to be constructed on Capitol Avenue adjacent to I-75/85 in downtown Atlanta, Georgia. The scope of predesign services will be generally in accordance with the latest version of Predesign of Major Capital Projects: Recommended Guidelines published by the Office of Planning and Budget and the Georgia State Financing and Investment Commission. As currently envisioned, the building complex will include approximately 275,000 sf of administrative space (80% open / 20% closed offices), a cafeteria, a 550-car parking deck, a "mini-mall" of public services, and related ancillary facilities. The total project square footage and construction cost are currently believed to be in the range of 500,000 sf and \$55,000,000, respectively.

Attached please find the Shortlist Final Scoring Form of All Responding Firms and the Final Selection Scoring Form of All Shortlisted Firms (which indicates the selection factors deemed most relevant). Based on the final results of our screening process, we recommend to you as the Authority's Principal Representative (as defined under O.C.G.A. Section 50-22-6) that the Georgia Building Authority enter into final contract negotiations with the most highly ranked firm, XYZ Architects, Inc.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Attachments
Copy w/ attachments: Selection Committee Members

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Ms. Susan Smith, AIA
XYZ Architects, Inc.
123 Peachtree St. NE
Atlanta, Georgia 30331

August 15, 2000

Please contact me at your earliest convenience so that we can proceed to finalize the agreement for the services of the selected XYZ Architects' team. However, I must remind you that if we are unable to conclude a mutually agreeable contract for the required services, the Georgia Building Authority will be obliged to terminate negotiations with XYZ Architects and enter into discussions with the second-ranked firm.

Jane Doe
Director of Facilities
Georgia Building Authority

March 2003

APPENDIX 16
EXAMPLE STANDARD FORM CONTRACT

PLEASE CONTACT THE CONSTRUCTION DIVISION OF
THE GEORGIA STATE FINANCING AND INVESTMENT COMMISSION AT
(404) 463-8599 FOR A COPY OF THE
CONTRACT CURRENTLY IN USE.

APPENDIX 17
RECOMMENDED GUIDELINES ON ARCHITECTURAL SCOPES AND FEES

CURRENTLY
UNDER
DEVELOPMENT

APPENDIX 18
EXAMPLE LETTER TO UNSUCCESSFUL PROPONENTS GIVING NOTICE OF AWARD NOTICE OF
CONTRACT AWARD

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Mr. Sam Roberts, AIA
The ABC Group.
321 Fifth St. NE
Atlanta, Georgia 30332

Re: Predesign Study
 New State Office Building at Capitol Avenue
 Atlanta, Georgia

September 1, 2000

Dear Mr. Roberts:

On behalf of the Selection Committee for the above-referenced project, I wish to thank The ABC Group for submitting the qualifications of your team for the above referenced assignment. However, the Georgia Building Authority has elected to contract with another team lead by XYZ Architects, Inc.

We appreciate your interest in Georgia Building Authority projects and hope you will consider responding to future opportunities.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Attachment

APPENDIX 19
SAMPLE SF 330 IN BLANK

DEPARTMENT OF DEFENSE**GENERAL SERVICES
ADMINISTRATION****NATIONAL AERONAUTICS AND
SPACE ADMINISTRATION****48 CFR Parts 1, 36, and 53****[FAR Case 2000–608]****RIN 9000–AJ15****Federal Acquisition Regulation; New
Consolidated Form for Selection of
Architect-Engineer Contractors**

AGENCIES: Department of Defense (DoD), General Services Administration (GSA), and National Aeronautics and Space Administration (NASA).

ACTION: Proposed rule.

SUMMARY: The Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) are proposing to amend the Federal Acquisition Regulation (FAR) to replace SF 254, Architect-Engineer and Related Services Questionnaire, and SF 255, Architect-Engineer and Related Services Questionnaire for Specific Projects, with SF 330, Architect-Engineer Qualifications. SF 330 reflects current architect-engineer practices in a streamlined and updated form, organized in data blocks that readily support automation.

DATES: Interested parties should submit comments in writing on or before December 18, 2001 to be considered in the formulation of a final rule.

ADDRESSES: Submit written comments to: General Services Administration, FAR Secretariat (MVP), 1800 F Street, NW., Room 4035, ATTN: Laurie Duarte, Washington, DC 20405. Submit electronic comments via the Internet to: farcase.2000–608@gsa.gov

Please submit comments only and cite FAR case 2000–608 in all correspondence related to this case.

FOR FURTHER INFORMATION CONTACT: The FAR Secretariat, Room 4035, GS Building, Washington, DC, 20405, at (202) 501–4755 for information pertaining to status or publication schedules. For clarification of content, contact Ms. Cecelia L. Davis, Procurement Analyst, at (202) 219–0202. Please cite FAR case 2000–608.

SUPPLEMENTARY INFORMATION:**A. Background**

An interagency ad hoc committee developed SF 330. The ad hoc committee based the development of the form on Federal Facilities (FCC) Council Technical Report No. 130, “[Joint

Federal-industry] Survey on the Use of SFs 254 and 255 for Architect-Engineer Qualifications,” 1996 (The Federal Facilities Council is an arm of the Congressionally chartered National Academy of Sciences.) The report states that Federal agencies and the architect-engineer industry strongly endorse maintaining a structured format for presenting architect-engineer qualifications. The report also concludes that the SFs 254 and 255 need improvement.

Both Federal and industry architect-engineer practitioners believe that the forms need streamlining, as well as updating to facilitate electronic usage. Hence the SFs 254 and 255 have been consolidated into SF 330. The SF 330 reflects current architect-engineer practices in a streamlined and updated form organized in data blocks that readily support automation.

The proposed rule replaces SFs 254 and 255 with SF 330 and makes related FAR revisions in 1.106, 36.603, 36.702, 53.236–2 and 53.301–330. The proposed rule makes the following changes:

- Merges the SFs 254 and 255 into a single streamlined SF 330.
- Expands essential information about qualifications and experience such as an organizational chart of all participating firms and key personnel.
- Reflects current architect-engineer disciplines, experience types and technology.
- Eliminates information of marginal value such as a list of all offices of a firm.
- Permits limited submission length thereby reducing costs for both the architect-engineer industry and the government.
- Facilitates electronic usage by organizing the form in data blocks.

SF 330, Part II, Block 5.b. requests information based on the North American Industry Classification System (NAICS). Effective October 1, 2000, the FAR was revised to convert size standards and other programs in the FAR that are currently based on the Standard Industrial Classification (SIC) code system to NAICS (65 FR 46055). The SF 330 has been revised to comply with the aforementioned, October 1, 2000, FAR revision.

Pending public comment, this is not considered a significant regulatory action and, therefore, is not subject to review under Section 6(b) of Executive Order 12866, Regulatory Planning and Review, dated September 30, 1993. This rule is not a major rule under 5 U.S.C. 804.

B. Regulatory Flexibility Act

The Councils do not expect this proposed rule to have a significant economic impact on a substantial number of small entities within the meaning of the Regulatory Flexibility Act, 5 U.S.C. 601, *et seq.*, because the rule only replaces two standard forms, with one consolidated streamlined standard form. An Initial Regulatory Flexibility Analysis has, therefore, not been performed. We invite comments from small businesses and other interested parties. The Councils will consider comments from small entities concerning the affected FAR Parts 1, 36, and 53 in accordance with 5 U.S.C. 610. Interested parties must submit such comments separately and should cite 5 U.S.C. 601, *et seq.* (FAR case 2000–608), in correspondence.

C. Paperwork Reduction Act

The Paperwork Reduction Act (Pub. L. 104–13) applies because the proposed rule contains information collection requirements. The proposed rule replaces the current SF 254, Architect-Engineer and Related Services, and the current SF 255, Architect-Engineer and Related Services Questionnaire for Specific Project, Questionnaire, with a new SF 330, Architect-Engineer Qualifications. The current SF 254 approved information collection requirement states that it takes 1 hour to complete; and the current SF 255 approved information collection requirement states that it takes 1.2 hours to complete. Experience has shown that these hours are substantially underestimated. The SF 330, Architect-Engineer Qualifications, has been developed by an interagency ad hoc committee, based on Federal Facilities (FCC) Council Technical Report No. 130, “[Joint Federal-industry] Survey on the Use of SFs 254 and 255 for Architect-Engineer Qualifications,” 1996. Accordingly, the FAR Secretariat has submitted a request for approval of a new information collection requirement concerning OMB control number 9000–00XX, New Consolidated Form for Selection of Architect-Engineer Contractors, to the Office of Management and Budget under 44 U.S.C. 3501, *et seq.*

Annual Reporting Burden

Public reporting burden for this collection of information is estimated to average 29 hours (25 hours for Part 1 and 4 hours for Part 2) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and

reviewing the collection of information. Because of the tailoring required by the form for each project submittal, there are virtually no savings in burden hours by repeat submittals.

The annual reporting burden is estimated as follows:

Respondents: 5000.

Responses per respondent: 4.

Total annual responses: 20,000.

Preparation hours per response: 29.

Total response burden hours: 580,000.

D. Request for Comments Regarding Paperwork Burden

Submit comments, including suggestions for reducing this burden, not later than December 18, 2001 to: FAR Desk Officer, OMB, Room 10102, NEOB, Washington, DC 20503, and a copy to the General Services Administration, FAR Secretariat (MVP), 1800 F Street, NW., Room 4035, Washington, DC 20405.

Public comments are particularly invited on: Whether this collection of information is necessary for the proper performance of functions of the FAR, and will have practical utility; whether our estimate of the public burden of this collection of information is accurate, and based on valid assumptions and methodology; ways to enhance the quality, utility, and clarity of the information to be collected; and ways in which we can minimize the burden of the collection of information on those who are to respond, through the use of appropriate technological collection techniques or other forms of information technology.

Requester may obtain a copy of the justification from the General Services Administration, FAR Secretariat (MVP), Room 4035, Washington, DC 20405, telephone (202) 501-4755. Please cite OMB Control Number 9000-00XX, FAR Case 2000-608 New Consolidated Form for Selection of Architect-Engineer Contractors, in all correspondence.

List of Subjects in 48 CFR Parts 1, 36, and 53

Government procurement.

Dated: October 11, 2001.

Al Matera,

Director, Acquisition Policy Division.

Therefore, DoD, GSA, and NASA propose to amend 48 CFR parts 1, 36, and 53 as set forth below:

1. The authority citation for 48 CFR parts 1, 36, and 53 continues to read as follows:

Authority: 40 U.S.C. 486(c); 10 U.S.C. chapter 137; and 42 U.S.C. 2473(c).

PART 1—FEDERAL ACQUISITION REGULATIONS SYSTEM

1.106 [Amended]

2. Amend Section 1.106 in the table following the introductory text by removing from the column "FAR segment" the entries "SF 254" and "SF 255" and their corresponding OMB Control Numbers; and by adding, in sequential order, to the FAR segment column "SF 330" and the corresponding OMB Control Number "9000-00XX".

PART 36—CONSTRUCTION AND ARCHITECT-ENGINEER CONTRACTS

3. Amend Section 36.603 by—

a. Revising paragraph (b) and the introductory text of paragraph (c);

b. Removing from paragraph (d) introductory text "shall" and adding "must" in its place;

c. Removing from paragraph (d)(1) "SF 254" and adding "SF 330, Part II" in its place; and

d. Removing from paragraph (d)(2) "SF's 254 and 255" and inserting "SF 330" in its place.

The revised text reads as follows:

36.603 Collecting data on and appraising firms' qualifications.

* * * * *

(b) *Qualifications data.* To be considered for architect-engineer contracts, a firm must file with the appropriate office or board the Standard Form 330, "Architect-Engineer Qualifications", Part II, and when applicable, SF 330, Part I.

(c) *Data files and the classification of firms.* Under the direction of the parent agency, offices or permanent evaluation boards must maintain an architect-engineer qualifications data file. These offices or boards must review the SF 330 filed, and must classify each firm with respect to—

* * * * *

4. Amend Section 36.702 by revising paragraph (b) to read as follows:

36.702 Forms for use in contracting for architect-engineer services.

* * * * *

(b) The SF 330, Architect-Engineer Qualifications, shall be used to evaluate firms before awarding a contract for architect-engineer services:

(1) Use the SF 330, Part I—Contract-Specific Qualifications, to obtain information from an architect-engineer firm about its qualifications for a specific contract when the contract amount is expected to exceed the simplified acquisition threshold. Part 1 may be used when the contract amount is expected to be at or below the simplified acquisition threshold, if the contracting officer determines that its use is appropriate.

(2) Use the SF 330, Part II—General Qualifications, to obtain information from an architect-engineer firm about its general professional qualifications.

* * * * *

PART 53—FORMS

5. Amend Section 53.236-2 by revising the section heading and paragraph (b); and by removing paragraph (c) and redesignating paragraph (d) as (c). The revised text reads as follows:

53.236-2 Architect-engineer services (SFs 252, 330, and 1421).

* * * * *

(b) *SF 330 (xx/01), Architect-Engineer Qualifications.* SF 330 is prescribed for use in obtaining information from architect-engineer firms regarding their professional qualifications, as specified in 36.702(b)(1) and (2).

* * * * *

53.301-254 and 53.301-255 [Removed]

5. Sections 53.301-254 and 53.301-255 are removed.

53.301-330 [Added]

6. Section 53.301-330 is added as follows:

53.301-330 Architect-Engineer Qualifications.

BILLING CODE 6820-EP-P

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0004

Expires:

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVP), Acquisition Policy Division, GSA, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 541-544) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection and interviews with at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract with the most highly qualified firm at a fair and reasonable price.

The information used to evaluate firms is from this form and other sources; it includes performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that is part of the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that is part of the proposed team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS**Part I - Contract-Specific Qualifications:**

1. and 2. Page Number and Total Pages. Number each page of Part I sequentially, including any additional sheets, and indicate the total number of pages on each page.

Section A. Contract Information.

3. and 4. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

5. Public Notice Date. Enter the posted date of the agency's notice on FedBizOpps, other form of public announcement or agency request for this contract.

6. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact

7-11. Name, Title, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

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Section C. Proposed Team

12-14. **Firm Name, Address, and Role in This Contract.** Indicate the contractual relationship (prime contractor, joint venture partner or subcontractor) and provide the name, full mailing address, and role of each firm that will be involved in performance of this contract. If a firm has branch offices, indicate each individual branch office that will be part of the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Firms and Key Personnel

On a separate sheet, inserted after Section C, present an organizational flowchart showing each firm (and each branch office, if appropriate) listed in Section C, and the names and roles of all key personnel listed in Section E.

Section E. Resumes of Key Personnel Proposed for This Contract

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

15. **Name.** Self-explanatory.

16. **Role in This Contract.** Self-explanatory.

17. **Years Experience.** Total years of relevant experience (block 17a), and years of relevant experience with this firm, but not necessarily the same branch office (block 17b).

18. and 19. **Firm Name and Firm Location.** Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

20. **Education.** Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of emphasis for each degree under Specialization (block 20d). If the person has more than two relevant degrees, show in Other Professional Qualifications (block 22).

21. **Current Professional Registration.** Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36. If the person has more than two relevant professional registrations, show in Other Professional Qualifications (block 22).

22. **Other Professional Qualifications.** Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, security clearance, and foreign language capabilities.

23. **Relevant Projects.** Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. If any of the professional services or construction projects are not complete, leave Year Completed (block (3)) blank and indicate the status in Description (block (4)). Only attach photographs if requested by the agency.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

24. **Title.** Title of project or contract.

25. **Location.** Self-explanatory.

26. **Project Owner.** Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

27. **Project Owner's Point of Contact.** Provide information about a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

28. **Brief Description of Project and Relevance to This Contract.** Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Only attach photographs if requested by the agency.

29. and 30. **Professional Services and Construction.** Enter the year completed and cost of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed and cost of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed (block 29a or 30a) blank and indicate the status in Brief Description (block 28).

31. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as in Section C.

32. Awards. Describe any awards the project received from governmental agencies or industry or professional organizations. Only attach the awards if requested by the agency.

33. Additional Project Information. Enter specific data requested by the agency for each example project. See the Commerce Business Daily or other types of announcements.

Section G. Key Personnel Participation in Example Projects

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

34. and 35. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

36. Example Projects Listed in Section F. In the column under each project key number (see block 37) and for each key person, insert a "1" if the person was involved in any

role with the project or a "2" if the person performed in the same or similar role as proposed for this contract. Attach an additional Section G sheet if needed.

37. Example Projects Key. List the titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information

38. Use this section to provide information specifically requested by the agency or to address selection criteria which are not covered by the information provided in Sections A-G. Typical information which may be required in this section includes: computer-aided design capabilities, metric design experience, quality management procedures, special contract capabilities, specialized equipment, security clearances, capacity to perform this contract in the required time period, knowledge of the project locality and local regulations, and contract awards by Federal agencies.

Section I. Authorized Representative

39. and 40. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

34. NAMES OF KEY PERSONNEL (From Section E, Block 15)	35. ROLE IN THIS CONTRACT (From Section E, Block 16)	36. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "1" under project key number for project participation in any role; Place "2" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	1		2							
Joseph B. Williams	Chief Mech. Engineer	2	2	2	2						
Tara C. Donovan	Chief Elec. Engineer	2	1		2						
Evan D. Summer	CADD Technician	1	1	2	1						

37. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	3	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	4	Founder's Museum, Newport RI

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41. and 42. Name and Title of Authorized Representative. Provide this information for the authorized representative who signed the form.

Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. If a firm has branch offices, prepare Part II for the specific branch office seeking work.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. See FAR Part 4. No DUNS number is required if the firm has not been issued one.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the description of the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions.

6a-6d. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years.

Insert the year that this corporate name change was effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. If Part II is prepared for a firm (including all branch offices), enter the number of employees by discipline in Col. c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in Col. c(2) and for the firm in Col. c(1). Use the relevant disciplines and associated function codes shown at the end of these instructions, and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. Each person can be counted only once according to his/her primary function.

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any additional relevant project experiences and leave the profile code blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see FAR Subpart 19.1 "Annual Receipts".

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description
01	Administrative
02	Architects
03	Biologists
04	CADD Technicians
05	Cartographers
06	Chemists
07	Construction Inspectors
08	Construction Managers
09	Draftspersons
10	Ecologists
11	Economists
	Engineers:
12	Acoustical
13	Aeronautical
14	Chemical
15	Civil
16	Communications
17	Corrosion
18	Cost (Estimators)
19	Electrical/Electronic
20	Environmental
21	Fire Protection
22	Forensic
23	Foundation/Geotechnical
24	Industrial
25	Information Systems
26	Materials
27	Mechanical
28	Mining
29	Safety/Occupational Health
30	Soils
31	Specifications
32	Structural
33	Transportation
34	Value
35	Environmental Scientists
36	Geodetic Surveyors
37	Geologists
38	Geospatial Information Systems
39	Technicians/Analysts
40	Health Facility Planners
41	Hydrologists
42	Industrial Hygienists
43	Interior Designers
44	Landscape Architects
45	Oceanographers
46	Planners: Urban/Regional
47	Project Managers
48	Risk Assessors
49	Schedulers
50	Security Specialists
51	Topographic Surveyors
52	Toxicologists

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E06	Energy Conservation; New Energy Sources
A02	Aerial Photogrammetry	E07	Engineering Economics
A03	Agricultural Development; Grain Storage; Farm Mechanization	E08	Environmental Impact Studies, Assessments or Statements
A04	Air Pollution Control	E09	Environmental Remediation
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling; Paving	E10	Environmental Testing and Analysis
A06	Airports; Terminals and Hangars; Freight Handling	F01	Fallout Shelters; Blast-Resistant Design
A07	Arctic Facilities	F02	Field Houses; Gyms; Stadiums
A08	Animal Facilities	F03	Fire Protection
A09	Asbestos Abatement	F04	Fisheries; Fish ladders
A10	Auditoriums & Theaters	F05	Forensic Engineering
A11	Automation; Controls; Instrumentation	F06	Forestry & Forest products
B01	Barracks; Dormitories	G01	Galleries
B02	Bridges	G02	Garages; Vehicle Maintenance Facilities; Parking Decks
C01	Cemeteries (<i>Planning & Relocation</i>)	G03	Gas Systems (Propane; Natural, Etc.)
C02	Chemical Processing & Storage	G04	Geographic Information System Development/Analysis
C03	Child Care/Development Facilities	G05	Graphic Design
C04	Churches; Chapels	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C05	Coastal Engineering	H02	Hazardous Materials Handling and Storage
C06	Codes; Standards; Ordinances	H03	Hazardous, Toxic, Radioactive Waste Remediation
C07	Cold Storage; Refrigeration and Fast Freeze	H04	Heating; Ventilating; Air Conditioning
C08	Commercial Building (<i>low rise</i>); Shopping Centers	H05	Health Systems Planning
C09	Community Facilities	H06	Highrise; Air-Rights-Type Buildings
C10	Communications Systems; TV; Microwave	H07	Highways; Streets; Parking Lots
C11	Computer Facilities; Computer Service	H08	Historical Preservation
C12	Conservation and Resource Management	H09	Hospital & Medical Facilities
C13	Construction Management	H10	Hotels; Motels
C14	Construction Surveying	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
C15	Corrosion Control; Cathodic Protection; Electrolysis	H12	Hydraulics & Pneumatics
C16	Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing	H13	Hydrographic Surveying
C17	Cryogenic Facilities	I01	Industrial Buildings; Manufacturing Plants
D01	Dams (<i>Concrete; Arch</i>)	I02	Industrial Processes; Quality Control
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	I03	Industrial Waste Treatment
D03	Desalinization (<i>Process & Facilities</i>)	I04	Interior Design; Space Planning
D04	Design-Build	I05	Irrigation; Drainage
D05	Dining Halls; Clubs; Restaurants	J01	Judicial and Courtroom Facilities
D06	Dredging Studies and Design	L01	Laboratories
E01	Ecological & Archeological Investigations	L02	Land Boundary Surveying
E02	Educational Facilities; Classrooms	L03	Landscape Architecture
E03	Electrical Studies and Design	L04	Libraries
E04	Electronics		
E05	Elevators; Escalators; People-Movers		

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List of Experience Categories (Profile Codes)

Code	Description	Code	Description
L05	Lighting (Interior; Display; Theater, Etc.)	R06	Rehabilitation (Buildings; Structures; Facilities)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R07	Research Facilities
		R08	Resources Recovery;
		R09	Recycling Risk Analysis
M01	Materials Handling Systems; Conveyors; Sorters	R10	Rivers; Canals; Waterways; Flood Control
M02	Metallurgy	R11	Roofing
M03	Microclimatology; Tropical Engineering	S01	Safety Engineering; Accident Studies; OSHA Studies
M04	Military Design Standards	S02	Security Systems; Intruder & Smoke Detection
M05	Mining & Mineralogy	S03	Seismic Designs & Studies
M06	Missile Facilities (Silos; Fuels; Transport)	S04	Sewage Collection, Treatment and Disposal
M07	Modular Systems Design; Pre-Fabricated Structures or Components	S05	Soils & Geologic Studies; Foundations
M08	Museums	S06	Solar Energy Systems
N01	Naval Architecture; Off-Shore Platforms	S07	Solid Wastes; Incineration; Landfill
N02	Nuclear Facilities; Nuclear Shielding	S08	Special Environments; Clean Rooms, Etc.
O01	Office Buildings; Industrial Parks	S09	Structural Design; Special Structures
O02	Oceanographic Engineering	S10	Surveying; Platting; Mapping; Flood Plain Studies
O03	Ordnance; Munitions; Special Weapons	S11	Sustainable Design
		S12	Swimming Pools
		S13	Storm Water Handling & Facilities
P01	Petroleum Exploration; Refining	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P02	Petroleum and Fuel (Storage and Distribution)	T02	Testing & Inspection Services
P03	Pipelines (Cross-Country - Liquid & Gas)	T03	Traffic & Transportation Engineering
P04	Planning (Community, Regional, Areawide and State)	T04	Topographic Mapping
P05	Planning (Site, Installation, and Project)	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
P06	Plumbing & Piping Design	T06	Tunnels & Subways
P07	Prisons & Correctional Facilities	U01	Unexploded Ordnance Remediation
P08	Product, Machine Equipment Design	U02	Urban Renewals; Community Development
P09	Pneumatic Structures, Air-Support Buildings	U03	Utilities
P10	Postal Facilities	V01	Value Analysis; Life-Cycle Costing
P11	Power Generation, Transmission, Distribution	W01	Warehouses & Depots
P12	Public Safety Facilities	W02	Water Resources; Hydrology; Ground Water
R01	Radar; Sonar; Radio & Radar Telescopes	W03	Water Supply; Treatment and Distribution
R02	Radio Frequency Systems & Shieldings	W04	Wind Tunnels; Research/Testing Facilities Design
R03	Railroad; Rapid Transit		
R04	Recreation Facilities (Parks, Marinas, Etc.)	Z01	Zoning; Land Use Studies
R05	Refrigeration Plants/Systems		

ARCHITECT - ENGINEER QUALIFICATIONS		1. PAGE NUMBER	2. TOTAL PAGES
PART I - CONTRACT-SPECIFIC QUALIFICATIONS			
A. CONTRACT INFORMATION			
3. TITLE		4. LOCATION (City and State)	
5. PUBLIC NOTICE DATE		6. SOLICITATION OR PROJECT NUMBER	
B. ARCHITECT-ENGINEER POINT OF CONTACT			
7. NAME		8. TITLE	
9. TELEPHONE NUMBER	10. FAX NUMBER	11. E-MAIL ADDRESS	

C. PROPOSED TEAM

(Complete this section for the prime contractor and all other firms proposed for this contract. If a firm has branch offices, complete this section for the particular branch office(s) proposed for the contract.)

	"X" ONE				12. FIRM NAME	13. ADDRESS	14. ROLE IN THIS CONTRACT
	PRIME	JV	PARTNER	SUBCONTRACTOR			
a.							
b.							
c.							
d.							
e.							
f.							
g.							
h.							
i.							

D. ORGANIZATIONAL CHART OF FIRMS AND KEY PERSONNEL
☐ (Attached)

STANDARD FORM 330 () PAGE 9

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		PAGE NUMBER	TOTAL PAGES
24. TITLE			
25. LOCATION (City and State)		26. PROJECT OWNER	
27. PROJECT OWNER'S POINT OF CONTACT			
a. NAME	b. TELEPHONE	d. E-MAIL ADDRESS	
	c. FAX NUMBER		
28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT			
<input type="checkbox"/> CHECK IF PHOTOGRAPH(S) OF PROJECT ATTACHED (If applicable)			
29. PROFESSIONAL SERVICES		30. CONSTRUCTION (If applicable)	
a. YEAR COMPLETED	b. FEE	a. YEAR COMPLETED	b. COST
31. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
b. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
c. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
d. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
e. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
f. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
g. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
h. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
i. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
32. AWARDS (If applicable)		33. ADDITIONAL PROJECT INFORMATION	

DRAFT

STANDARD FORM 330 () PAGE 10

37. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

PAGE NUMBER

TOTAL PAGES

38. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS REQUIRED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

39. SIGNATURE

40. DATE

41. NAME (Print or type)

42. TITLE (Print or type)

DRAFT

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AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 330 () PAGE 13

SELECTION PROCEDURES FOR DESIGN PROFESSIONALS

Recommended Guidelines

CONSTRUCTION MANAGER AT RISK – COMPETITIVE COST DELIVERY METHOD



Georgia State Financing and Investment Commission

March 2003

**STATE OF GEORGIA
PROCEDURES FOR DESIGN AND CONSTRUCTION**

III. Project Implementation Phase

C. CM/GC Competitive Cost

1. Design Phase

a. Selection Procedures for Design Professionals

1. Steps of the Selection Process
 - Step 1 - Information Required Prior to Advertisement
 - Step 2 - Advertisement of Project / Request for Qualifications
 - Step 3 - Selection Committee Appointment
 - Step 4 - Evaluation of Applying Firms
 - Step 5 - Development of a Shortlist
 - Step 6 - Notification of Firms on the Shortlist; Instructions for Final Submittal
 - Step 7 - Final Written Submittal and Evaluation (Optional)
 - Step 8 - Oral Presentations and Final Evaluation
 - Step 9 - Appointment by the Principal Representative
 - Step 10 - Contract Negotiation with the Recommended Firm
 - Step 11 – Notifications

b. Appendixes

1. Sample Timeline for Selection Process
2. Managerial Control of Acquisition of Professional Services
3. Guidelines for Using the DOAS Georgia Procurement Registry
4. Example Invitation for Professional Services
5. Example Shortlist Selection Criteria and Weighting and Scoring Form
6. Example Shortlist Firm Scoring Form
7. Example Shortlist Summary of All Responding Firms
8. Example Firm Reference Checking Form
9. Interview Format Recommendations
10. Example Shortlist Notification Letter & Notification For Unsuccessful Firms
11. Example Final Selection Criteria Weighting and Scoring Form
12. Example Final Selection Scoring Form
13. Example Final Selection Scoring Summary of All Shortlisted Firms
14. Example Final Selection Recommendation Letter
15. Example Notification Letter to Selected Firm
16. Example Standard Form Contract
17. Recommended Guidelines on Architectural Scopes and Fees
18. Example Notification to Unsuccessful Proponents and Giving Notice of Contract Award
19. Sample SF 330

For cases in which a project will be executed through the CM/GC process, the selection of a professional design consultant (architect, engineer,) should be in accordance with the following process. An overall timeline illustrating the typical length of time to complete this process is included in Appendix 1.

Step 1 – Information Required Prior to Advertisement

Prior to selecting any services, Agencies should confirm the major conclusions from the project predesign or program. Major conclusions to confirm (and revise, if necessary) include:

- The overall schedule has been updated or, if not, necessary adjustments have been made.
- Funding has been allocated for the required service.
- The project scope has been properly defined and updated.
- The project delivery method has been identified and deemed appropriate.
- The total project budget has been reconciled with the appropriated funds.
- The management plan has been identified.

If any of the above conclusions differ from the approved predesign reports, or if a predesign report was not completed for the project, Agencies, at a minimum, should reconcile the above critical items before initiating the selection process.

The Request for Qualifications documents may be issued electronically with the advertisement on the Georgia Procurement Registry.

Step 2 – Advertisement of Project / Request for Qualifications

Advertisement of the Project

A public notice should be prepared by the agency and posted on the Internet at the Georgia Department of Administrative Services (DOAS) Georgia Procurement Registry (<http://www.procurement.state.ga.us/>) at least 15 days prior to the due date for the response to the Request for Qualifications. The Request for Qualifications should be posted with the advertisement on the DOAS website according to DOAS standard procedures. (See DOAS contact information and guidelines in Appendix 3.) In addition, if the agency wishes, the public notice may be published in an appropriate general circulation newspaper or other medium in the vicinity of the project location. For newspaper advertisements, Agencies should reduce costs by making the printed notice as succinct as possible, referencing the DOAS website as the medium for project details and appropriate documents. For efficiency, more than one project may be advertised in a single printed notice.

The notice on the Georgia Procurement Registry should specify the location of the project, the name of the project, and the type of service being advertised (i.e., predesign, design, engineering studies, etc.) and the anticipated period of performance. The notice should also include a brief description of the project, including the general character of the project (e.g., classrooms, laboratory, prison, library, etc.), the approximate physical size of the project, the project's estimated cost, and critical factors to be considered in the selection.

Georgia Procurement Registry Solicitation Types and Definitions

A formal solicitation, **Request for Quotation**, that includes well-defined specifications or scope of work and requests sealed bids from qualified vendors. The lowest bid that complies with the specification or scope of work is awarded the contract.

Select this option
on the DOAS
Procurement
Form

→ A formal invitation, **Request for Proposal**, from an organization to vendors to provide a creative solution to a problem or a need that the organization has identified. The judgment of the vendors experience, qualifications and solution often takes precedent over price.

March 2003

A formal or informal document, **Request for Information**, soliciting information from vendors, deemed to be knowledgeable in the product or service under consideration, to gain information necessary to determine if a RFQ or RFP is appropriate for solicitation. This solicitation method is not intended to result in a contract award.

A formal invitation, **Request for Qualified Contractors**, stating predetermined qualification criteria, to solicit and qualify vendors for a subsequent RFQ or RFP solicitation. This solicitation method is not intended to result in a contract award.

The notice should specify to whom and when responses are due and the form of required response, including number of copies to be furnished. (See example advertisements in Appendix 4.) If a predesign process has been performed previously for an advertised design project, then the executive summary from the predesign document should be posted on the Georgia Procurement Registry along with the notice.

After the project has been advertised in the Georgia Procurement Registry, interested firms should not contact any agency representatives or facility users except those named in the advertisement on penalty of possible disqualification. This information must be included in the public notice.

Request for Qualifications

In order to provide an opportunity for consideration of as many firms as possible, a standard qualification package should be used. This package should consist of a letter of interest and Part II of the Standard Form 330 for the prime proponent and its principal subconsultants. It is recommended that the agency identify the evaluation criteria prior to finalizing the qualification solicitation. (See Appendix 5.)

The Agency should issue the evaluation criteria and weighting scale for the shortlist and the Final Selection Process along with the formal Request for Qualifications. The respondents should be instructed to reply with letters of interest that do not exceed four pages in length and include the following information to demonstrate their qualifications for the project:

- Prior experience of the responding consultant with successfully completed (within budget and on time) similar projects.
- Prior experience of the responding consultant with successfully completed previous State projects.
- Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects.
- Prior experience with this delivery method
- Prior experience with a collaborative design process
- Prior knowledge of local conditions or special conditions possessed by the responding consultant and/or its subconsultant(s).
- Responding consultant's proposed Project Principal, Project Manager, and Project Architect and their relevant individual experience.
- Responding consultant's proposed subconsultant Principals and Discipline Leaders and their relevant individual experience.
- Program for encouragement of minority business participation.
- Location of proposed project office.
- Demonstrated capacity to accomplish the design services within the desired schedule.
- Four references from the most closely related projects (including individuals' names, relevant responsibilities, e-mail addresses, and telephone numbers). References must not be for project more than five (5) years old.
- Responding firms litigation history
- Responding firm financial stability
- Responding firms insurance history

Step 3 - Selection Committee Appointment

Prior to or concurrent with the publication of the public notice in Step 2, the Principal Representative of an agency, as defined under the code, should appoint the Chair and members of a professional consultant Selection Committee. The Selection Committee's size may be in the range of 3 to 7 and should include representatives from the agency's professional staff, facility owner, facility maintenance, or agency management. If GSFIC is executing the contract the committee must consist of not more than two agency representatives, at least two GSFIC representatives and one independent representative appointed by the Director of GSFIC. Other neutral parties from other Agencies or the private sector with experience in design or construction may also be included. It may be valuable to include on the committee a non-facility person who has not previously served on a Selection Committee. If the selection process includes an evaluation from the qualification stage to a shortlist and then final selection, Agencies may elect to appoint different committee members for each phase. However, it is recommended that Agencies use substantially the same Selection Committee to maintain consistent evaluation.

Step 4 – Evaluation of Applying Firms

Once the project advertisement has appeared, the Selection Committee Chair should develop three proposed forms to be used in the subsequent selection deliberations: (1) Shortlist Selection Criteria Weighting and Scoring Form, (2) Shortlist Firm Scoring Form, and (3) Shortlist Scoring Summary of All Responding Firms. (See examples in Appendix 5, 6 and 7.) Additionally, the Chair should develop a proposed Firm Reference Checking Form containing questions deemed pertinent to judging the relative merits of shortlist proponents (see example in Appendix 8).

Following the deadline for receipt of the responses, the Selection Committee should convene to review the submitted qualifications of all candidate firms in accordance with the selection criteria published in the advertisement. Prior to commencing deliberations, the Chair should present the proposed forms. Any adjustments to the forms should be made that are required to achieve a consensus of the committee.

Subsequently, each member of the Selection Committee should review each firm's qualifications package and evaluate each firm using the Shortlist Firm Scoring Forms provided by the Chair.

After all members of the committee have reviewed all responses and independently completed their scoring sheets, the committee Chair should tally all the scores on the Shortlist Scoring Summary (Appendix 7) and immediately report the results to the committee.

Step 5 - Development of a Shortlist

The result of Step 4 will be the identification of no fewer than three, and no more than eight, firms that will be acknowledged as the "shortlist." Generally, three to five firms should be placed on the shortlist, the lesser number typically relating to smaller projects. No firm that currently has—or, with the award of this commission, will have—10% or more of the State's business for a running 36-month period (based on the quarterly report prepared by the State Auditor) should be included on the shortlist.

After the shortlist has been established, the Chair should assign the responsibility for checking the references of the shortlist firms to individual committee members to foster a consistent manner of gathering reference comments. The committee members should validate the recommend shortlist by completing the references checks before publicly announcing the shortlist. The committee's last action should be to determine the particulars of any final submission required from the candidates before the final selection interviews, the questions to ask during the interview, plus the format for the interviews themselves, which should be conducted in random order, normally. (See example interview format in Appendix 9.)

Step 6 – Notification of Firms on the Shortlist; Instructions for Final Submittal

The Chair should promptly notify all proposers about their success or failure in making the shortlist. Those on the shortlist should be notified by phone followed by written notice. Email may be an appropriate way to make some notifications. The notice to firms on the shortlist should include a requirement for the firms to be prepared to submit a fee schedule within three to five days following being selected, specify the steps in the remainder of the selection process, including the following:

- Location where the complete predesign document (if any) will be made available for review by shortlist firms
- Location where the standard procedures and contract may be obtained
- Place/time/host for a site visit (if appropriate)
- Schedule/location for interviews
- Appropriate form of response
- Any other information necessary or convenient to the selection process
- Consolidated list of selection committee's questions to address in interview

Example notification letters or emails are shown in Appendix 10 and Appendix 10a: "Notification to Firm that Did Not Make the Shortlist."

The Chair should request each of the firms identified on the shortlist to submit in advance of the oral presentations a Standard Form 330 Part I and a SF 330 Part II for any new subconsultant. These forms should be submitted in the number requested without cover letter or binding (stapled only). The SF 330 may be modified only as follows:

- Item F may be expanded to provide one page per project with the requested information, inclusive of project photographs or illustrations. (Firms are encouraged to include projects where individuals proposed to work on the project have had significant professional roles.)
- Item H may be enlarged to no more than six pages and should expand upon all the required information submitted in the initial letter of interest.

If a site visit has been deemed desirable, a previously identified representative of the agency should walk the site with the shortlist firms. However, all questions regarding the project must be submitted to the Agency Principal Representative, or designee, in writing or in electronic format, by a date established at the site visit in order to allow any agency responses provided to be sent to all shortlist firms in a timely fashion.

Step 7 - Final Written Submittal and Evaluation (Optional)

The Selection Committee Chair should make certain that the SF 330 submittal packages are promptly provided to all the members of the Selection Committee, along with proposed forms developed by the Chair to be used in the final selection process. Forms include a Final Selection Criteria Weighting and Scoring Form, a Final Selection Firm Scoring Form, and a Final Selection Scoring Summary of All Shortlist Firms. (See examples in Appendix 11, 12, and 13.)

The results of the reference checking assigned in Step 5 should be documented and distributed to all members of the Selection Committee. Prior to the oral presentation and interview, the committee members should review all of these materials.

Step 8 - Oral Presentations and Final Evaluation

At a time previously designated by the Chair, the Selection Committee should convene to receive oral presentations from each of the shortlist firms. In closed session prior to the commencement of oral interviews, any adjustments required to achieve a consensus of the committee regarding the forms to be used during the final selection process should be made, and copies of all completed Firm Reference Check Forms (see Appendix 8) should be distributed and discussed. Subsequently, interviews should proceed in accordance with the previously announced format.

After each oral presentation, the Selection Committee should ask each proponent to confirm that the firms on the project team and the key personnel identified in the initial submittal are still anticipated to make up the final project team that will provide the services, if selected. Each proponent should be advised that, if it is selected, the final team that it has presented will become the basis of the contract negotiations and agree that changes in the proposed design team (firms or key personnel) after this point can be made only with the express permission of the agency. The Selection Committee members should then ask all other questions that they deem pertinent. Selection Committee members are encouraged to reach a tentative score on each proposer after each individual presentation.

At the conclusion of all presentations, the Selection Committee should discuss each of the presenting teams, the committee member's tentative scoring, and issues raised about each presenter and score each interviewing firm on forms provided by the Chair. Subsequently, the Chair will total the individual scores on the Final Selection Scoring Form and announce the firm with the highest score. The committee should then deliberate on the result to reach consensus. The committee chair should prepare a final score sheet and have each member sign the final score sheet. This firm will become the recommended selection to the Principal Representative. The remaining firms also will be ranked in descending order based on their final scores. The members of the Selection Committee should not discuss its recommendations with persons (other than the Principal Representative) who are not on the Selection Committee nor advise any firm of its recommendation.

Step 9 - Appointment by the Principal Representative

The Selection Committee Chair should prepare a Final Selection Recommendation Letter (see Appendix 14) and forward it to the Principal Representative. The recommendation letter should briefly describe the project, define its anticipated scope, provide the date and place of its public advertisement, describe the character of professional services needed, and recommend that the commission be offered to the highest ranked firm by name. Accompanying the letter should be the Shortlist Scoring Summary of All Responding Firms and the Final Selection Scoring Summary of All Shortlist Firms, which will list both the applying firms and the shortlist firms with their scores and rankings. The Principal Representative should subsequently approve the ranking and authorize negotiation with the most highly recommended firm (or for good cause direct the Selection Committee to reconsider its recommendation).

Step 10 – Contract Negotiation with the Recommended Firm

Following the Principal Representative's ratification of a final selection, the Selection Committee Chair should notify the selected firm (see Appendix 15) and set a meeting to initiate contract negotiations. The agency and selected firm should discuss the scope of work required for the project, schedule, any special project requirements, and fee. The agreement should use the standard form contract, fee schedule and definition of Additional Services. A copy of the standard form contract is included in Appendix 16. Guidance on Additional Services recommended typical fees by project types and sizes is included in Appendix 17. If the agency is unable to reach acceptable contract terms with the highest ranked firm, the agency should provide written notice of termination of contract negotiations with that firm and should initiate contract negotiations with the second-ranked firm from the shortlist. This process is repeated until an acceptable contract is negotiated. The contract will be considered executed and binding after authorized signature by the parties.

Step 11 –Notification of Final Award

After a contract has been executed, all proponents should be notified in writing of the award and the rank order of all shortlist proponents. The notification should state that any proponent may obtain a copy of the Shortlist Scoring Summary of All Responding Firms and the Final Selection Scoring Summary of All Shortlist Firms by writing to the Principal Representative and enclosing a stamped, self-addressed envelope. The summaries provided should not divulge the scores assigned by individual Selection Committee members. (See Example Notice of Contract Award Letter in Appendix 18.) If requested by an unsuccessful proponent, the Chair of the Selection Committee should be available to debrief the proponent on the outcome of the procurement. It is in the best interest of the State to describe the rationale for the selection to the unsuccessful proponents so that they may improve their performance in other competition and improve the quality of professional services provided to the State.

Use of Telecommunications

For projects of limited scope (usually less than \$250,000 in fees) or of limited complexity, the shortlisting and selection process may be executed using teleconferencing or videoconferencing to expedite or facilitate the procedures outlined above. However, it is expected that the same basic steps will be followed to assure that all proponents are afforded a fair opportunity to compete.

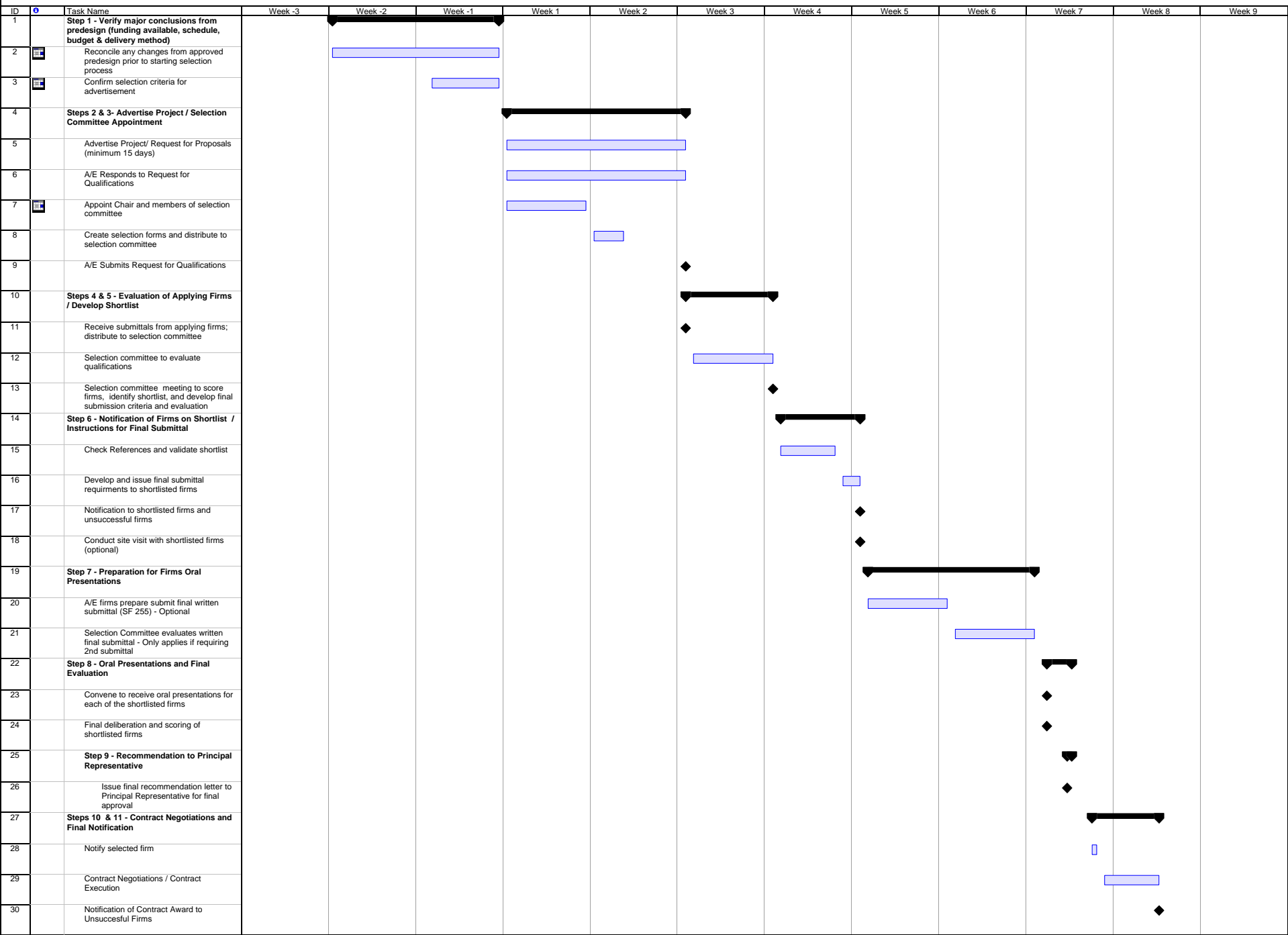
Alternative Selection Method

Code¹ Section 50-22-1 to -9 is the legal basis for the selection of professional services by the State. The selection procedure described in these guidelines is based on a method in the Code referred to as “selection by contract negotiations.” An alternative method of selection allowed in the Code is referred to as “selection by other than contract negotiations.” In this alternative method, a shortlist of qualified firms is developed in the same manner as described in Step 1 to Step 4, above, and then selection is accomplished by consideration of cost and “other factors.” Although either method is permissible, most professional service selections should follow the procedure described in these guidelines, based on “selection by contract negotiations” because of the nature of the services being provided.

¹ Official Code of Georgia. See <http://www.ganet.org/cgi-bin/pub/ocode/ocgsearch?docname=OCODE/G/50/22/1>

APPENDIX 1
SAMPLE TIMELINE FOR SELECTION PROCESS

Architect Selection Timeline



APPENDIX 2
MANAGERIAL CONTROL OVER ACQUISITION OF PROFESSIONAL SERVICES
OCG 50-22-1 TO 50-22-9

50-22-1.

The purpose of this chapter is to provide managerial control by the state over the acquisition of the professional services provided by architects, professional engineers, landscape architects, and land surveyors. It is declared to be the policy of this state to announce publicly requirements for such professional services, to encourage all qualified persons to put themselves in a position to be considered for a contract, and to enter into contracts for such professional services on the basis of demonstrated competence and qualification for the types of professional services required at fair and reasonable fees.

50-22-2.

As used in this chapter, the term:

(1) "Agency" means every state department, agency, board, bureau, commission, and authority, unless otherwise exempted under the provisions of subsection (b) of Code Section 50-22-7.

(2) "Person" means an individual, a corporation, a partnership, a business trust, an association, a firm, or any other legal entity.

(2.1) "Predesign" means that phase of an activity where requirements programming, site analysis, and other appropriate studies are conducted to develop essential information, including cost estimates, to support and advance the decision-making process prior to the design and implementation phases of an activity.

(3) "Principal representative" means the governing board of a state agency or the executive head of a state agency that is authorized to contract for the agency for professional services.

(4) "Professional services" means those services within the scope of the following:

- (A) The practice of architecture, as defined in paragraph (3) of Code Section 43-4-1;
- (B) The practice of professional engineering, as defined in paragraph (11) of Code Section 43-15-2;
- (C) The practice of land surveying, as defined in paragraph (6) of Code Section 43-15-2; or
- (D) The practice of landscape architecture, as defined in paragraph (3) of Code Section 43-23-1.

(5) "Project" means any activity requiring professional services estimated by the state agency to have:

- (A) A cost in excess of \$1 million; or
- (B) Costs for professional services in excess of \$75,000.00.

50-22-3.

Public notice shall be required for each proposed project that requires professional services. Such public notice shall be given at least 15 days prior to the selection of the three or more most highly qualified persons by the principal representative or the principal representative's designee pursuant to subsection

(b) of Code Section 50-22-4. Such public notice shall be given by publication at least once in the Georgia Procurement Registry established under subsection (b) of Code Section 50-5-69 and in addition may be given by publication in one or more daily newspapers of general circulation in this state, shall contain a general description of the proposed project, and shall indicate what selection method shall be used and the procedure by which interested persons may apply for consideration for the contract.

50-22-4.

(a) Any person desiring to provide professional services to a state agency shall submit to the agency a statement of qualifications and performance data and such other information as may be required by the agency. The agency may request such person to update such statement periodically in order to reflect changed conditions in the status of such person.

(b) For each proposed project for which professional services are required, the principal representative or his designee of the state agency for which the project is to be done shall evaluate statements of qualifications and performance data as required in the public notice provided for in Code Section 50-22-3 and shall conduct discussions with not less than three persons regarding their qualifications, approaches to the project, abilities to furnish the required professional services, anticipated design concepts, and use of alternative methods of approach for furnishing the required professional services. The principal representative or his designee shall then select not less than three nor more than eight persons deemed to be most highly qualified to perform the required professional services after considering, and based upon, such factors as the ability of professional personnel, past performance, willingness to meet time requirements, project location, office location, the professional's current and projected workloads, the professional's approach, quality control procedures, the volume of work previously awarded to the person by the state agency, and the extent to which said persons have and will involve minority subcontractors, with the object of effecting an equitable distribution of contracts among qualified persons as long as such distribution does not violate the principle of selection of the most highly qualified person. In selection, as mentioned in this Code section, persons who maintain an office in Georgia shall be given preference when qualifications appear to be equal.

50-22-5.

(a) After selecting not less than three nor more than eight persons deemed to be the most highly qualified to perform the required professional services, the principal representative or his designee shall then send a notice in writing to each person so selected defining the scope of the required professional services and then shall select a person to provide the professional services based upon additional factors such as the cost of providing the professional services and other factors as the agency deems appropriate or as required by law; provided, however, that, if the agency selects the person to provide professional services through contract negotiations, the provisions of Code Section 50-22-6 shall apply.

(b) In cases where Code Section 50-22-6 is not applicable, such additional factors to be considered shall be available to interested persons at the time of the public notice provided for in Code Section 50-22-3 and shall be presented in writing to any person selected for consideration of the project pursuant to Code Section 50-22-4.

50-22-6.

(a) In cases where the agency shall select the person to provide the professional services through contract negotiations, the principal representative or his designee shall rank in order not less than three nor more than eight persons deemed most qualified to perform such professional services. The principal representative or his designee shall then negotiate a contract with the highest qualified person providing professional services for such services at compensation that the principal representative or his designee

determines in writing to be fair and reasonable. In making such decision, the principal representative or his designee shall take into account the estimated value of the services to be rendered and the scope, complexity, and professional nature thereof.

(b) If the principal representative or his designee is unable to negotiate a satisfactory contract with the person considered to be the most qualified at a price the principal representative determines to be fair and reasonable, negotiations with that person shall be formally terminated. The principal representative or his designee shall then undertake negotiations with the second most qualified person. If the principal representative or his designee fails to negotiate a contract with the second most qualified person, the principal representative or his designee shall formally terminate such negotiations. The principal representative or his designee shall then undertake negotiations with the third most qualified person.

(c) If the principal representative or his designee is unable to negotiate a satisfactory contract with any of the selected persons, the principal representative or his designee shall either select additional persons in order of their competence and qualifications and continue negotiations in accordance with this Code section until a contract is reached or review the contract under negotiation to determine the possible cause for failure to achieve a negotiated contract.

(d) Each contract for professional services entered into by the principal representative shall contain a prohibition against contingent fees as follows: the architect, registered land surveyor, professional engineer, or landscape architect, as applicable, warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for him, to solicit or secure this contract and that he has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for him, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or the making of this contract.

(e) Upon any violation of this Code section, the principal representative shall have the right to terminate the contract without liability and, at his discretion, to deduct from the contract price or recover otherwise the full amount of such fee, commission, percentage, or consideration.

50-22-7.

(a) Notwithstanding any other provisions of this chapter, there shall be no public notice requirement or utilization of the selection process as provided for in this chapter for projects in which the state agency is able to reuse existing drawings, specifications, designs, or other documents from a prior project by retention of the person who provided the professional services and who prepared the original documents.

(b) Notwithstanding any other provisions of this chapter, the Board of Regents and University System of Georgia shall be exempt from the provisions of this chapter.

(c) The provisions of Code Section 50-6-25, relating to the eligibility of architectural and engineering firms to do business with the state, shall not be affected or superseded by the provisions of this chapter.

(d) Notwithstanding any other provisions of this chapter, there shall be no public notice requirement or utilization of the selection process as provided for in this chapter for services required for the predesign phase of any state agency construction project unless the state agency estimates the predesign phase alone to have costs for professional services in excess of \$75,000.00. No award of a contract to provide predesign services under this exemption shall be interpreted to preclude the lawful necessity to give public notice and use the selection process for design of projects meeting the criteria of paragraph (5) of Code Section 50-22-2. Costs for predesign services, whether or not those services are exempt under this subsection, shall be added to any other costs of an activity for purposes of determining whether the activity is a project.

Ver 2.0

March 2003

50-22-8.

A state agency shall be authorized to promulgate rules and regulations to carry out the provisions of this chapter.

50-22-9.

In an emergency situation, agencies may waive all the requirements of this chapter and select by the most expeditious means possible the person to provide the professional services.

APPENDIX 3
GUIDELINES ON USING THE DOAS GEORGIA PROCUREMENT Registry

How to Post Bids on the Internet

State Purchasing Policy requires that ALL bid opportunities in excess of \$10,000 be posted on the State's Procurement Registry. There are NO exceptions to this requirement.

In addition, agencies are encouraged to post requirements of less than \$10,000 when time is available in order to reach out to the vendor community, especially small and minority-owned businesses.

The following describes the minimum time frame for advertising bids and proposals to the Procurement Registry. Note that the number of days DOES NOT INCLUDE the day that the bid is posted so that, for example, a bid posted to the Procurement Registry on March 1 with a requirement of 30 calendar days cannot open earlier than March 31.

A minimum of 10 working days must be allowed for the return of all written "regular" bids between \$10,000 and \$100,000.
A minimum of 10 working days must be allowed for any sealed bid in excess of \$100,000 except as noted below.
A minimum of 15 calendar days must be allowed for contracts, other than construction, when the expected expenditure for the contract is in excess of \$250,000. <i>NOTE: When calculating expenditures for multi-year leases, rentals or installment purchase financing, include the total estimate, not just the estimate for the current fiscal year.</i>
A minimum of 30 calendar days must be allowed for any construction projects with expenditures in excess of \$250,000.
A minimum of 15 calendar days must be allowed for any project which includes professional services as described in the Official Code of Georgia (OCGA) 50-22 in excess of \$1 million.
A minimum of 15 calendar days must be allowed for costs of professional services as described in the OCGA 50-22 in excess of \$75,000.

Please note that the above are minimums. Certain bid opportunities may require longer advertising time on the Internet for an adequate return of competitive responses. Agencies are responsible for exercising good judgment when determining bid closing dates beyond the requirements listed above.

Posting requires access to the Internet. If your agency's procurement office does not have access to the Internet, it is suggested that your management be apprised of this requirement and that appropriate action be taken to provide such access.

In order to obtain access to the posting site, you must have a User Name and a Password. In order to obtain these, contact State Purchasing's Bid Officer, @ 404-657-6000.

Note: The Georgia Procurement Registry satisfies the previous requirements for legal advertisements. Agencies may still post legal advertisements in publications if they wish, but it is no longer required.

GENERAL INSTRUCTIONS AND TIPS

On the Internet enter the following address: www.ganet.org/purchase/bidding/doasbid.cgi.

Hit "enter".

Enter the User Name and your password.

Hit "enter".

When the web site comes up, bookmark it for future use (if this is your first time using this site).

Using your mouse, choose one of the Types of Purchase: Capital Construction; Maintenance and Renovations; Highway Construction; Professional Consulting; Request for Proposals; or General Bid Opportunities. Choose only one.

Using your mouse, click on the arrow under the box marked "Value Range." Click on the dollar range that falls within the estimated dollar amount of the Request for Quote (RFQ) or Request for Proposal (RFP). If you make an error, click on the gray button at the bottom of the page marked "Clear."

Using your mouse, click on the gray button marked "Submit" located above the "Clear" button.

When the next screen appears, click into the box marked "Bid Number." Enter the bid number. Use hyphens where appropriate.

Click into the box marked "Commodity Code". Enter the appropriate 5-digit NIGP Commodity Code WITHOUT A HYPHEN OR A SPACE.

Click into the box marked "Bid Closing Date." Enter the bid closing date using a "xx/xx/xxxx" format (for example: 03/01/1999).

Click in the box marked "Bid Closing Time." Enter the time deadline for submission of bids. Be sure to note a.m. or p.m.

Click in the box marked "Contact Name." You can enter the buyer's name or the name or title of the person to contact for a copy of the bid documents.

Click in the box marked "Contact Phone." Enter the phone number in a "xxx-xxx-xxxx" format (for example: 404-657-6000).

Click in the box marked "Project Title." Enter a brief description of what the bid covers. Click on the arrow in the box marked "Location." Select the county to which the goods are to be delivered or the service(s) performed.

Click in the box marked "How to secure bid." Describe the method for vendors to obtain a copy of the bid. If you want them to fax requests, be sure to note all the information you will need. For example:

"To receive a copy of a bid packet, fax your request to XXX-XXX-XXXX . Please provide the following information: the bid number, closing time & date of bid closing, company name, address, contact person, telephone number, TIN or SSN. Copies of bids can be mailed , sent Federal Express: Bill Recipient or held for pickup. Please include on your fax request which of these methods you prefer. If you chose Federal Express: Bill Recipient, be sure to include your Federal Express account number."

Click in the box marked "Description." Here is your opportunity to provide more than the information entered in the box marked "Project Title." THIS IS AN UNLIMITED FIELD. Here are some tips:

- The main ideas behind the registry are: (1) To alert the public about bid opportunities and (2) To provide enough information about the bids so that vendors do not request bids they are not capable of bidding on.

- Because of the software used in this application, the information will all "wrap", that is, it will ignore spaces and paragraphs and one sentence or word will follow the preceding sentence or word. If you wish to separate sentences, phrases or words, use five asterisks (*****) or five periods (.....).

- If the bid is for a justifiable "Sole Brand", insert the phrase "No substitutions. Bidders must be authorized XXXX resellers" or words to that effect. There is no reason to waste time, paper and postage because a vendor is not aware that substitutions will not be accepted and cannot provide the brand specified.

- If there is to be a site visit/walk-through or bidders conference, note the date, time and location of it.

- If the bid is for equipment that the vendor must install, note "Bid price MUST include installation." Conversely, if the bid is for equipment that normally requires professional installation, but which the agency plans to install itself, note "Bid price will NOT include installation. Agency will perform installation" or words to that effect. This information should also be part of the Request for Quote. This information will cut down on phone calls from confused vendors.

- If the purchase of equipment is to include training, so note.

- You can cut and paste from Word and WordPerfect documents into this area.

- If the bid is for an open agency contract, a fixed agency contract, a service maintenance contract or a lease/rental or installment purchase, always indicate that this is the case. Indicate the term of the contract (For example: "one-year open contract for noisemakers for the Georgia Department of Fun" or "a 36-month lease of worm incubators for Georgia Mid-South University").

- If there are only a few line items, you may want to list them. If they're more than a few, you may want to describe them in general terms (For example: "pipe and related plumbing items - 37 line items").

- Delivery may be to more than one location. If so, clarify in the descriptions (For example: "items are to be delivered to 27 department sites in various locations throughout the State of Georgia".)

Make sure that there are no errors. Once the process is complete, and the notice has been posted you cannot make changes from your PC.

OOPS! I MADE A MISTAKE. NOW WHAT?

If you discover typos or other errors after the posting has been made, you cannot change them from your PC. You must contact the Bid Officer at the State Purchasing Bid Office (fax 404-651-6763) and ask that the personnel in the Bid Office make the changes. Also, please fax any bid cancellations, closing date extensions or addenda to this office so that the postings can be kept up-to-date. In all cases, specify the RFQ or RFP number and the bid closing date as it currently appears on the Internet Procurement Registry.

APPENDIX 4
EXAMPLE INVITATION FOR PROFESSIONAL SERVICES
(Sample advertisements for predesign, design, engineering studies, others)

The (INSERT AGENCY NAME) seeks professional services for the development of a predesign study for a (INSERT PROJECT TYPE) to be constructed on (INSERT PROJECT LOCATION). For reference purposes, the facility is currently identified as the (INSERT PROJECT NAME). The scope of predesign services shall generally be in accordance with the latest version of Predesign of Major Capital Projects: Recommended Guidelines, published by the Office of Planning and Budget and the Georgia State Financing and Investment Commission available at http://www.opb.state.ga.us/capital_budgeting.htm

PROJECT DESCRIPTION

As currently envisioned, the building complex will include INSERT PROJECT SCOPE AND VALUE . The Authority will select the predesign professional for this project as provided in Chapter 22 of Title 50 of the Official Code of Georgia Annotated, in particular O.C.G.A. Section 50-22-6. Proposing firms shall complete the Standard Form 330 Part II and the following questions in the requested format.

1. List X projects successfully completed by the proposing firm of similar scope and type using this delivery method.
2. List X projects successfully completed by the proposing firm of similar budget to this project.
3. List X projects successfully completed by the proposing firm of similar schedule to this project.
4. Have you worked previously with the Owner or Using Agency? If so, please list up to three projects in which the same Owner and Using Agency were involved. Identify the size and scope of the projects.
5. List up to X projects successfully completed by your other proposed design disciplines of similar scope and type to this project.
6. Your firm's or your other proposed design disciplines' prior knowledge of local conditions or special conditions.
7. Provide relevant individual experience of the responding consultant's proposed Project Principal and Project Manager (include resumes of key individuals)
8. Provide relevant individual experience of the responding consultant's proposed other design disciplines' Principals and Discipline Leaders.
9. Are you a minority business enterprise?
10. Provide the location of your firm's headquarters and the location of the office that will administer the project.
11. Briefly address unique project approach (i.e. Unique schedule requirements, cost management plan)
12. Does your organization have any pending litigation? If so, please explain. Has your company been part of any litigation over the past 5 years?
13. Is your firm currently the debtor in a bankruptcy case? Was your firm in bankruptcy at any time in the last five years? If so, please explain.
14. In the past five years, has any claim against your firm concerning your firm's work on design project been filed in court or arbitration?
15. At any time has your insurance made any payments on your firm's behalf as a result of default or error's and omissions? If so, please explain.

Firms having capabilities and experience for this study are invited to submit the following items (six stapled copies / no bindings) by (INSERT DUE DATE, TIME, AGENCY CONTACT AND DELIVERY ADDRESS)

1. Summary letter (not to exceed four pages) addressing the significant selection factors published above (excluding information provided in the accompanying SF330 Part II and Reference List described below).
2. Standard Form 330 Part II (not more than one year old) for the responding consultant and its principal subconsultants.
3. List of four references from the responding consultant's most closely related projects completed in the last three years on which the consultant served as the prime consultant (including individuals' names, relevant responsibilities, e-mail addresses, fax numbers, and telephone numbers).

Attempts to contact any agency representative in connection with this invitation (other than the individual designated above) or failure to provide fully responsive submittal information may lead to disqualification. This is not a request for a proposal.

APPENDIX 5 EXAMPLE SHORTLIST SELECTION CRITERIA WEIGHTING AND SCORING FORM

PROJECT: _____

The Selection Committee should develop the appropriate weighting for each advertised selection factor based upon perceived importance for this particular project. It is recommended that weightings in the following ranges be utilized:

- 7-8-9 - Highly Important
- 4-5-6 - Important
- 1-2-3 - Not Critical

For the purposes of this shortlist selection, the following weights have been assigned to the selection factors published in the Invitation:

		Weight
1	The responding consultant has successfully completed projects of similar scope and type using this delivery method.	
2	The responding consultant has successfully completed State or local government public works contracts of similar scope and type regardless of delivery method.	
3	The responding consultant's other proposed design disciplines have successfully completed similar projects.	
4	The responding consultant and their design disciplines have adequate prior knowledge of local conditions or special conditions relative to the project.	
5	The responding consultant's proposed Project Principal and Project Manager have adequate prior experience.	
6	The responding consultant's proposed other design disciplines' Principals and Discipline Leaders have adequate prior relevant experience	
7	The responding consultant has a program for encouragement of minority business participation.	
8	The responding consultant's references provided satisfactory judgement of the firm's prior experience on closely related projects.	
9	The responding consultant's project office is within a reasonable travel distance from the project site.	
10	The quality of response in relation to requested submittal information was satisfactory.	
11	The responding consultant provided an adequate response to the project specific criteria (i.e. Unique schedule requirements, cost management plan)	
12	The firm's is financial stable with no pending or past bankruptcy issues.	
13	The firm's litigation record in the past five years is satisfactory.	
14	The firm's insurance record in the past five years is satisfactory.	

Subsequently, each firm should be rated on a scale of 1 to 9 points on each weighted selection factor in accordance with the following scale:

- 7-8-9 - Excellent
- 4-5-6 - Good
- 1-2-3 - Weak

A total score for each firm should then be compiled by multiplying each weighted selection factor by the firm's quality score on each factor and then totaling all the individual weighted factor scores to arrive at the firm's total score.

APPENDIX 6
EXAMPLE SHORTLIST FIRM SCORING FORM
(Each Selection Committee member should fill out one form per proponent.)

PROJECT: _____

LEAD FIRM NAME: _____

EVALUATION DATE: _____

SELECTION FACTORS	WEIGHT	RATING	SCORE
The responding consultant has successfully completed projects of similar scope and type using this delivery method.		7-8-9 4-5-6 1-2-3	
The responding consultant has successfully completed State or local government public works contracts of similar scope and type regardless of delivery method.		7-8-9 4-5-6 1-2-3	
The responding consultant's other proposed design disciplines have successfully completed similar projects.		7-8-9 4-5-6 1-2-3	
The responding consultant and their design disciplines have adequate prior knowledge of local conditions or special conditions relative to the project.		7-8-9 4-5-6 1-2-3	
The responding consultant's proposed Project Principal and Project Manager have adequate prior experience.		7-8-9 4-5-6 1-2-3	
The responding consultant's proposed other design disciplines' Principals and Discipline Leaders have adequate prior relevant experience		7-8-9 4-5-6 1-2-3	
The responding consultant has a program for encouragement of minority business participation.		7-8-9 4-5-6 1-2-3	
The responding consultant's project office is within a reasonable travel distance from the project site.		7-8-9 4-5-6 1-2-3	
The quality of response in relation to requested submittal information was satisfactory.		7-8-9 4-5-6 1-2-3	
The responding consultant provided an adequate response to the project specific criteria (i.e. Unique schedule requirements, cost management plan)		7-8-9 4-5-6 1-2-3	
The firm's is financial stable with no pending or past bankruptcy issues.			
The firm's litigation record in the past five years is satisfactory.		7-8-9 4-5-6 1-2-3	
The firm's insurance record in the past five years is satisfactory.		7-8-9 4-5-6 1-2-3	
The responding consultant's references provided satisfactory judgement of the firm's prior experience on closely related projects.		7-8-9 4-5-6 1-2-3	

TOTAL SCORE: _____

APPENDIX 8
EXAMPLE FIRM REFERENCE CHECKING FORM

INTERVIEWER'S NAME: _____

DATE OF INTERVIEW: _____

NAME OF PROFESSIONAL FIRM: _____

NAME OF REFERENCE: _____

INSTRUCTIONS:

After a shortlist has been made, the Selection Committee should normally develop four to six set standard questions to ask each reference. Then committee members should be randomly assigned to personally call each the assigned references. Examples questions are shown below:

QUESTION 1: How would you rate Firm XYZ's overall performance on your recently completed office building?

QUESTION 2: Did firm XYZ performance in any way negatively impact affect the project schedule?

QUESTION 3: Did firm XYZ performance in any way negatively impact affect the project budget?

QUESTION 4: Was there continuity in Firm XYZ's principal and project management team throughout the life of the project?

QUESTION 5: Would you hire Firm XYZ to do another project for you in the near future?

Question 6: Did firm XYZ meet bid package deadlines?

Question 7: Did firm XYZ work collaboratively with the contractor on value analysis?

APPENDIX 9 INTERVIEW FORMAT RECOMMENDATIONS

The Selection Committee, before adjourning the shortlist development session, should determine what interview rules it wishes the proponents to follow during the formal interview process so they may be communicated to shortlisted firms in the Shortlist Notification Letter. The rules should be adjusted to serve the needs of the specific project for which the selection is being conducted, but here is one set that generally works well for most projects.

Time

- Normally 30 minutes for presentation, 10 minutes for questions and answers, and 5 minutes before and after for setup and knockdown.
- This allows proponents to be scheduled on the hour and still have time for a brief break.
- Preferably, interviews are all conducted the same day by all the same interviewers with evaluation completed before adjournment.

Media

- Normally presentation boards only.
- Proponents bring their own easels.
- No handouts other than agenda with proponent's attendees listed.

Presenters

- Three to five including Project Principal, Project Manager, Project Architect and key consultants who will work on the Project.
- The Project Interior Designer should also attend if the Project scope includes interiors.

APPENDIX 10
EXAMPLE SHORTLIST NOTIFICATION LETTER

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Susan Smith, AIA
Firm XYZ Architects, Inc.
123 Peachtree St. NE
Atlanta, Georgia 30331

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

July 1, 2000

Dear Ms. Smith:

On behalf of the Selection Committee for the above-referenced project, I am pleased to inform you that your firm is one of those shortlisted for a final selection interview. Interviews are scheduled to take place on August 14, 2000, in the GBA Training Room at the above address on the following schedule:

XYZ Architects	9:00—9:50 a.m.
The ABC Group	10:00—10:50 a.m.
Team EFG	11:00-11:50 a.m.
JKL Associates	1:00—1:50 p.m.

If you have a schedule conflict and are able to work out an exchange for your time slot with another shortlisted firm, you are free to do so provided you notify me at least one business day in advance.

You will be allotted 30 minutes for your presentation, 10 minutes for questions and answers, and 5 minutes before and after for setup and knockdown. Please do not use any video, slides, or models. Our preferred medium is presentation boards or flip charts with firms responsible for bringing their own easels. No handouts other than an agenda with the consultant's team representatives listed are desired.

Please bring five individuals to represent your proposed team, including your Project Principal, Project Manager, Project Architect, Project Interior Designer, and Lead Civil Engineer, since this study involves detailed programming and site investigation services.

If you wish to review the standard services agreement we intend to employ as the basis for your consultant contract, you may obtain a copy from this office by calling and requesting that it be made available to you by fax or electronic media.

A mandatory site visit will be conducted in advance of your interview at 10:00 a.m. on July 21, 2000. At that time, you will be provided a site survey and will have the opportunity to ask questions. While oral answers may be provided at that time, you should rely only on those written responses that subsequently will be e-mailed to your office.

At least five business days prior to your scheduled interview, please have delivered to this office seven copies of Standard Form 330 Part I (SF 330) for your proposed team and SF 330 Part II for any consultants added or changed since your original submittal (see attached SF 330 Part I & II) . These forms should be submitted without cover letter or binding (stapled only), and the SF 330 may be modified only as follows:

- Item F may be expanded to provide one page per project with the requested information, inclusive of project photographs or illustrations. (Firms are encouraged to include projects where individuals proposed to work on the project have had significant professional roles.)
- Item H may be enlarged to no more than 5 pages and should expand upon all the required information submitted in the initial response submittal.

Please remember that no one on your team should have any contact with any agency personnel, other than the signer, for the purpose of discussing this project on penalty of possible disqualification. We look forward to your presentation.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Copy: Selection Committee Members

APPENDIX 10a
EXAMPLE NOTIFICATION TO FIRM THAT DID NOT MAKE THE SHORTLIST

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

July 1, 2002

Jane Doe, Director of Facilities

Mr. Cletus de la Renta, AIA
Nextime Design, Inc.
123 Sourtree St. NE
Atlanta, Georgia 30333

Dear Mr. de la Renta:

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

On behalf of the Selection Committee for the above-referenced project, I wish to thank your firm for submitting the qualifications of your team for the above referenced assignment. Unfortunately, the Georgia Building Authority has elected not to select your firm for this particular project.

We appreciate your interest in Georgia Building Authority projects and hope that you will consider responding to future opportunities.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

APPENDIX 11
EXAMPLE FINAL SELECTION CRITERIA WEIGHTING AND SCORING FORM

(This form may also be used as the evaluation criteria for the Final Submittal Package (SF 330 Part I).

PROJECT: _____

The Selection Committee may reuse the same selection criteria weighting as used in the shortlisting process or adjust the weighting at its discretion based on new information or perceptions. Normally, the following weighting would be utilized:

7-8-10	-	Highly Important
4-5-7	-	Important
1-2-4	-	Not Critical

For the purposes of this final selection, the following weights have been assigned to the selection factors

		Weight
1	Capacity: The firm demonstrated adequate capacity to give the project the attention it deserves.	
2	The proposed team members have adequate experience in the product type.	
3	The proposed subconsultants involved in the project demonstrated the capability of handling this type/size project.	
4	The firm has unique experience and qualifications to design this size/type project.	
5	The firm demonstrated a proven history for completing design within established schedules.	
6	The firm demonstrated a proven history for producing well coordinated quality contract documents.	
	Project Specific Approach	
7	The firm provided an innovative approach for meeting or exceeding the schedule requirements.	
8	The proposed team had synergy between the key team representatives. The proposed team connected well with the selection committee.	
9	The design options were feasible and in line with the program goals.	
10	They recognized and addressed the technical challenges. They demonstrated they have the ability to solve problems.	
11	They provided a realistic plan on how they will ensure quality plans and specs for this project.	
12	They provided a realistic and appropriate schedule approach for the project.	
13	They provided a realistic and appropriate cost control approach for the project.	
14	They conveyed good solutions to potential problems.	

Subsequently, each firm should be rated on a scale of 1 to 9 points on each weighted selection factor in accordance with the following scale:

7-8-9	-	Excellent
4-5-7	-	Good
1-2-4	-	Weak

A total score for each firm should then be compiled by multiplying each weighted selection factor by the firm's quality score on each factor and then totaling all the individual weighted factor scores to arrive at the firm's total score.

APPENDIX 12
EXAMPLE FINAL SELECTION FIRM SCORING FORM
(Each Selection Committee member should fill out one form per proponent.)

PROJECT: _____

LEAD FIRM NAME: _____

EVALUATION DATE: _____

SELECTION FACTORS	WEIGHT	RATING	SCORE
Capacity: The firm demonstrated adequate capacity to give the project the attention it deserves.		7-8-9 4-5-6 1-2-3	
The proposed team members have adequate experience in the product type.		7-8-9 4-5-6 1-2-3	
The proposed subconsultants involved in the project demonstrated the capability of handling this type/size project.		7-8-9 4-5-6 1-2-3	
The firm has unique experience and qualifications to design this size/type project.		7-8-9 4-5-6 1-2-3	
The firm demonstrated a proven history for completing design within established schedules.		7-8-9 4-5-6 1-2-3	
The firm demonstrated a proven history for producing well coordinated quality contract documents.		7-8-9 4-5-6 1-2-3	
The firm provided an innovative approach for meeting or exceeding the schedule requirements.		7-8-9 4-5-6 1-2-3	
The proposed team had synergy between the key team representatives. The proposed team connected well with the selection committee.		7-8-9 4-5-6 1-2-3	
The design options were feasible and in line with the program goals.		7-8-9 4-5-6 1-2-3	
They recognized and addressed the technical challenges. They demonstrated they have the ability to solve problems.		7-8-9 4-5-6 1-2-3	
They provided a realistic plan on how they will ensure quality plans and specs for this project.		7-8-9 4-5-6 1-2-3	
They provided a realistic and appropriate schedule approach for the project.		7-8-9 4-5-6 1-2-3	
They provided a realistic and appropriate cost control approach for the project.		7-8-9 4-5-6 1-2-3	
They conveyed good solutions to potential problems.		7-8-9 4-5-6 1-2-3	

TOTAL SCORE: _____

APPENDIX 13
EXAMPLE FINAL SELECTION SCORING SUMMARY OF ALL SHORTLISTED FIRMS
(Ranks represent averages of Selection Committee's scores.)

PROJECT: _____

EVALUATION DATE: _____

S E L E C T I O N C R I T E R I A

FIRM	Rater A	Rater B	Rater C	Rater D	Rater E	Rater F	Rater G	SCORE	RANK

NOTE: Normally, the opportunity to negotiate a final agreement should be offered to the highest rank firm.

Signatures of Selection Committee Members:

1.

4.

5.

2.

3.

6.

7.

APPENDIX 14
EXAMPLE FINAL SELECTION RECOMMENDATION LETTER

1 Martin Luther King, Jr. Drive **GEORGIA BUILDING AUTHORITY**
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Jonetta Jones
Executive Director
Georgia Building Authority
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

August 1, 2000

Dear Ms. Jones:

The Selection Committee for the above-referenced project has conducted a shortlisting and interview process as provided in Chapter 22 of Title 50 of the Official Code of Georgia Annotated, in particular O.C.G.A. Section 50-22-6. This project was first published on www.ganet.org/purchase/ on June 1, 2000.

The services required of the selected consultant may be described generally as the development of a predesign study for a new multi-agency administrative office building to be constructed on Capitol Avenue adjacent to I-75/85 in downtown Atlanta, Georgia. The scope of predesign services will be generally in accordance with the latest version of Predesign of Major Capital Projects: Recommended Guidelines published by the Office of Planning and Budget and the Georgia State Financing and Investment Commission. As currently envisioned, the building complex will include approximately 275,000 sf of administrative space (80% open / 20% closed offices), a cafeteria, a 550-car parking deck, a "mini-mall" of public services, and related ancillary facilities. The total project square footage and construction cost are currently believed to be in the range of 500,000 sf and \$55,000,000, respectively.

Attached please find the Shortlist Final Scoring Form of All Responding Firms and the Final Selection Scoring Form of All Shortlisted Firms (which indicates the selection factors deemed most relevant). Based on the final results of our screening process, we recommend to you as the Authority's Principal Representative (as defined under O.C.G.A. Section 50-22-6) that the Georgia Building Authority enter into final contract negotiations with the most highly ranked firm, XYZ Architects, Inc.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Attachments
Copy w/ attachments: Selection Committee Members

APPENDIX 15
EXAMPLE NOTIFICATION LETTER TO SELECTED FIRM

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Susan Smith, AIA
XYZ Architects, Inc.
123 Peachtree St. NE
Atlanta, Georgia 30331

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

August 15, 2000

Dear Ms. Smith:

On behalf of the Selection Committee for the above referenced project, I am pleased to inform you that your firm has been selected to enter into contract negotiations for the advertised predesign study. Congratulations!

Please contact me at your earliest convenience so that we can proceed to finalize the agreement for the services of the selected XYZ Architects' team. However, I must remind you that if we are unable to conclude a mutually agreeable contract for the required services, the Georgia Building Authority will be obliged to terminate negotiations with XYZ Architects and enter into discussions with the second-ranked firm.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Copy: Selection Committee Members

APPENDIX 16
EXAMPLE STANDARD FORM CONTRACT

PLEASE CONTACT THE CONSTRUCTION DIVISION OF
THE GEORGIA STATE FINANCING AND INVESTMENT COMMISSION AT
(404) 463-8599 FOR A COPY OF THE
CONTRACT CURRENTLY IN USE.

APPENDIX 17
RECOMMENDED GUIDELINES ON ARCHITECTURAL SCOPES AND FEES

CURRENTLY
UNDER
DEVELOPMENT

APPENDIX 18
EXAMPLE LETTER TO UNSUCCESSFUL PROPONENTS GIVING NOTICE OF AWARD NOTICE OF
CONTRACT AWARD

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Mr. Sam Roberts, AIA
The ABC Group.
321 Fifth St. NE
Atlanta, Georgia 30332

Re: Predesign Study
 New State Office Building at Capitol Avenue
 Atlanta, Georgia

September 1, 2000

Dear Mr. Roberts:

On behalf of the Selection Committee for the above-referenced project, I wish to thank The ABC Group for submitting the qualifications of your team for the above referenced assignment. However, the Georgia Building Authority has elected to contract with another team lead by XYZ Architects, Inc.

We appreciate your interest in Georgia Building Authority projects and hope you will consider responding to future opportunities.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Attachment

APPENDIX 19
SAMPLE SF 330 IN BLANK

DEPARTMENT OF DEFENSE**GENERAL SERVICES
ADMINISTRATION****NATIONAL AERONAUTICS AND
SPACE ADMINISTRATION****48 CFR Parts 1, 36, and 53****[FAR Case 2000–608]****RIN 9000–AJ15****Federal Acquisition Regulation; New
Consolidated Form for Selection of
Architect-Engineer Contractors**

AGENCIES: Department of Defense (DoD), General Services Administration (GSA), and National Aeronautics and Space Administration (NASA).

ACTION: Proposed rule.

SUMMARY: The Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) are proposing to amend the Federal Acquisition Regulation (FAR) to replace SF 254, Architect-Engineer and Related Services Questionnaire, and SF 255, Architect-Engineer and Related Services Questionnaire for Specific Projects, with SF 330, Architect-Engineer Qualifications. SF 330 reflects current architect-engineer practices in a streamlined and updated form, organized in data blocks that readily support automation.

DATES: Interested parties should submit comments in writing on or before December 18, 2001 to be considered in the formulation of a final rule.

ADDRESSES: Submit written comments to: General Services Administration, FAR Secretariat (MVP), 1800 F Street, NW., Room 4035, ATTN: Laurie Duarte, Washington, DC 20405. Submit electronic comments via the Internet to: farcase.2000–608@gsa.gov

Please submit comments only and cite FAR case 2000–608 in all correspondence related to this case.

FOR FURTHER INFORMATION CONTACT: The FAR Secretariat, Room 4035, GS Building, Washington, DC, 20405, at (202) 501–4755 for information pertaining to status or publication schedules. For clarification of content, contact Ms. Cecelia L. Davis, Procurement Analyst, at (202) 219–0202. Please cite FAR case 2000–608.

SUPPLEMENTARY INFORMATION:**A. Background**

An interagency ad hoc committee developed SF 330. The ad hoc committee based the development of the form on Federal Facilities (FCC) Council Technical Report No. 130, “[Joint

Federal-industry] Survey on the Use of SFs 254 and 255 for Architect-Engineer Qualifications,” 1996 (The Federal Facilities Council is an arm of the Congressionally chartered National Academy of Sciences.) The report states that Federal agencies and the architect-engineer industry strongly endorse maintaining a structured format for presenting architect-engineer qualifications. The report also concludes that the SFs 254 and 255 need improvement.

Both Federal and industry architect-engineer practitioners believe that the forms need streamlining, as well as updating to facilitate electronic usage. Hence the SFs 254 and 255 have been consolidated into SF 330. The SF 330 reflects current architect-engineer practices in a streamlined and updated form organized in data blocks that readily support automation.

The proposed rule replaces SFs 254 and 255 with SF 330 and makes related FAR revisions in 1.106, 36.603, 36.702, 53.236–2 and 53.301–330. The proposed rule makes the following changes:

- Merges the SFs 254 and 255 into a single streamlined SF 330.
- Expands essential information about qualifications and experience such as an organizational chart of all participating firms and key personnel.
- Reflects current architect-engineer disciplines, experience types and technology.
- Eliminates information of marginal value such as a list of all offices of a firm.
- Permits limited submission length thereby reducing costs for both the architect-engineer industry and the government.
- Facilitates electronic usage by organizing the form in data blocks.

SF 330, Part II, Block 5.b. requests information based on the North American Industry Classification System (NAICS). Effective October 1, 2000, the FAR was revised to convert size standards and other programs in the FAR that are currently based on the Standard Industrial Classification (SIC) code system to NAICS (65 FR 46055). The SF 330 has been revised to comply with the aforementioned, October 1, 2000, FAR revision.

Pending public comment, this is not considered a significant regulatory action and, therefore, is not subject to review under Section 6(b) of Executive Order 12866, Regulatory Planning and Review, dated September 30, 1993. This rule is not a major rule under 5 U.S.C. 804.

B. Regulatory Flexibility Act

The Councils do not expect this proposed rule to have a significant economic impact on a substantial number of small entities within the meaning of the Regulatory Flexibility Act, 5 U.S.C. 601, *et seq.*, because the rule only replaces two standard forms, with one consolidated streamlined standard form. An Initial Regulatory Flexibility Analysis has, therefore, not been performed. We invite comments from small businesses and other interested parties. The Councils will consider comments from small entities concerning the affected FAR Parts 1, 36, and 53 in accordance with 5 U.S.C. 610. Interested parties must submit such comments separately and should cite 5 U.S.C. 601, *et seq.* (FAR case 2000–608), in correspondence.

C. Paperwork Reduction Act

The Paperwork Reduction Act (Pub. L. 104–13) applies because the proposed rule contains information collection requirements. The proposed rule replaces the current SF 254, Architect-Engineer and Related Services, and the current SF 255, Architect-Engineer and Related Services Questionnaire for Specific Project, Questionnaire, with a new SF 330, Architect-Engineer Qualifications. The current SF 254 approved information collection requirement states that it takes 1 hour to complete; and the current SF 255 approved information collection requirement states that it takes 1.2 hours to complete. Experience has shown that these hours are substantially underestimated. The SF 330, Architect-Engineer Qualifications, has been developed by an interagency ad hoc committee, based on Federal Facilities (FCC) Council Technical Report No. 130, “[Joint Federal-industry] Survey on the Use of SFs 254 and 255 for Architect-Engineer Qualifications,” 1996. Accordingly, the FAR Secretariat has submitted a request for approval of a new information collection requirement concerning OMB control number 9000–00XX, New Consolidated Form for Selection of Architect-Engineer Contractors, to the Office of Management and Budget under 44 U.S.C. 3501, *et seq.*

Annual Reporting Burden

Public reporting burden for this collection of information is estimated to average 29 hours (25 hours for Part 1 and 4 hours for Part 2) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and

reviewing the collection of information. Because of the tailoring required by the form for each project submittal, there are virtually no savings in burden hours by repeat submittals.

The annual reporting burden is estimated as follows:

Respondents: 5000.

Responses per respondent: 4.

Total annual responses: 20,000.

Preparation hours per response: 29.

Total response burden hours: 580,000.

D. Request for Comments Regarding Paperwork Burden

Submit comments, including suggestions for reducing this burden, not later than December 18, 2001 to: FAR Desk Officer, OMB, Room 10102, NEOB, Washington, DC 20503, and a copy to the General Services Administration, FAR Secretariat (MVP), 1800 F Street, NW., Room 4035, Washington, DC 20405.

Public comments are particularly invited on: Whether this collection of information is necessary for the proper performance of functions of the FAR, and will have practical utility; whether our estimate of the public burden of this collection of information is accurate, and based on valid assumptions and methodology; ways to enhance the quality, utility, and clarity of the information to be collected; and ways in which we can minimize the burden of the collection of information on those who are to respond, through the use of appropriate technological collection techniques or other forms of information technology.

Requester may obtain a copy of the justification from the General Services Administration, FAR Secretariat (MVP), Room 4035, Washington, DC 20405, telephone (202) 501-4755. Please cite OMB Control Number 9000-00XX, FAR Case 2000-608 New Consolidated Form for Selection of Architect-Engineer Contractors, in all correspondence.

List of Subjects in 48 CFR Parts 1, 36, and 53

Government procurement.

Dated: October 11, 2001.

Al Matera,

Director, Acquisition Policy Division.

Therefore, DoD, GSA, and NASA propose to amend 48 CFR parts 1, 36, and 53 as set forth below:

1. The authority citation for 48 CFR parts 1, 36, and 53 continues to read as follows:

Authority: 40 U.S.C. 486(c); 10 U.S.C. chapter 137; and 42 U.S.C. 2473(c).

PART 1—FEDERAL ACQUISITION REGULATIONS SYSTEM

1.106 [Amended]

2. Amend Section 1.106 in the table following the introductory text by removing from the column "FAR segment" the entries "SF 254" and "SF 255" and their corresponding OMB Control Numbers; and by adding, in sequential order, to the FAR segment column "SF 330" and the corresponding OMB Control Number "9000-00XX".

PART 36—CONSTRUCTION AND ARCHITECT-ENGINEER CONTRACTS

3. Amend Section 36.603 by—

a. Revising paragraph (b) and the introductory text of paragraph (c);

b. Removing from paragraph (d) introductory text "shall" and adding "must" in its place;

c. Removing from paragraph (d)(1) "SF 254" and adding "SF 330, Part II" in its place; and

d. Removing from paragraph (d)(2) "SF's 254 and 255" and inserting "SF 330" in its place.

The revised text reads as follows:

36.603 Collecting data on and appraising firms' qualifications.

* * * * *

(b) *Qualifications data.* To be considered for architect-engineer contracts, a firm must file with the appropriate office or board the Standard Form 330, "Architect-Engineer Qualifications", Part II, and when applicable, SF 330, Part I.

(c) *Data files and the classification of firms.* Under the direction of the parent agency, offices or permanent evaluation boards must maintain an architect-engineer qualifications data file. These offices or boards must review the SF 330 filed, and must classify each firm with respect to—

* * * * *

4. Amend Section 36.702 by revising paragraph (b) to read as follows:

36.702 Forms for use in contracting for architect-engineer services.

* * * * *

(b) The SF 330, Architect-Engineer Qualifications, shall be used to evaluate firms before awarding a contract for architect-engineer services:

(1) Use the SF 330, Part I—Contract-Specific Qualifications, to obtain information from an architect-engineer firm about its qualifications for a specific contract when the contract amount is expected to exceed the simplified acquisition threshold. Part 1 may be used when the contract amount is expected to be at or below the simplified acquisition threshold, if the contracting officer determines that its use is appropriate.

(2) Use the SF 330, Part II—General Qualifications, to obtain information from an architect-engineer firm about its general professional qualifications.

* * * * *

PART 53—FORMS

5. Amend Section 53.236-2 by revising the section heading and paragraph (b); and by removing paragraph (c) and redesignating paragraph (d) as (c). The revised text reads as follows:

53.236-2 Architect-engineer services (SFs 252, 330, and 1421).

* * * * *

(b) *SF 330 (xx/01), Architect-Engineer Qualifications.* SF 330 is prescribed for use in obtaining information from architect-engineer firms regarding their professional qualifications, as specified in 36.702(b)(1) and (2).

* * * * *

53.301-254 and 53.301-255 [Removed]

5. Sections 53.301-254 and 53.301-255 are removed.

53.301-330 [Added]

6. Section 53.301-330 is added as follows:

53.301-330 Architect-Engineer Qualifications.

BILLING CODE 6820-EP-P

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0004

Expires:

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVP), Acquisition Policy Division, GSA, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 541-544) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection and interviews with at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract with the most highly qualified firm at a fair and reasonable price.

The information used to evaluate firms is from this form and other sources; it includes performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that is part of the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that is part of the proposed team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS**Part I - Contract-Specific Qualifications:**

1. and 2. Page Number and Total Pages. Number each page of Part I sequentially, including any additional sheets, and indicate the total number of pages on each page.

Section A. Contract Information.

3. and 4. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

5. Public Notice Date. Enter the posted date of the agency's notice on FedBizOpps, other form of public announcement or agency request for this contract.

6. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact

7-11. Name, Title, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

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Section C. Proposed Team

12-14. **Firm Name, Address, and Role in This Contract.** Indicate the contractual relationship (prime contractor, joint venture partner or subcontractor) and provide the name, full mailing address, and role of each firm that will be involved in performance of this contract. If a firm has branch offices, indicate each individual branch office that will be part of the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Firms and Key Personnel

On a separate sheet, inserted after Section C, present an organizational flowchart showing each firm (and each branch office, if appropriate) listed in Section C, and the names and roles of all key personnel listed in Section E.

Section E. Resumes of Key Personnel Proposed for This Contract

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

15. **Name.** Self-explanatory.

16. **Role in This Contract.** Self-explanatory.

17. **Years Experience.** Total years of relevant experience (block 17a), and years of relevant experience with this firm, but not necessarily the same branch office (block 17b).

18. and 19. **Firm Name and Firm Location.** Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

20. **Education.** Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of emphasis for each degree under Specialization (block 20d). If the person has more than two relevant degrees, show in Other Professional Qualifications (block 22).

21. **Current Professional Registration.** Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36. If the person has more than two relevant professional registrations, show in Other Professional Qualifications (block 22).

22. **Other Professional Qualifications.** Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, security clearance, and foreign language capabilities.

23. **Relevant Projects.** Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. If any of the professional services or construction projects are not complete, leave Year Completed (block (3)) blank and indicate the status in Description (block (4)). Only attach photographs if requested by the agency.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

24. **Title.** Title of project or contract.

25. **Location.** Self-explanatory.

26. **Project Owner.** Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

27. **Project Owner's Point of Contact.** Provide information about a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

28. **Brief Description of Project and Relevance to This Contract.** Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Only attach photographs if requested by the agency.

29. and 30. **Professional Services and Construction.** Enter the year completed and cost of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed and cost of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed (block 29a or 30a) blank and indicate the status in Brief Description (block 28).

31. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as in Section C.

32. Awards. Describe any awards the project received from governmental agencies or industry or professional organizations. Only attach the awards if requested by the agency.

33. Additional Project Information. Enter specific data requested by the agency for each example project. See the Commerce Business Daily or other types of announcements.

Section G. Key Personnel Participation in Example Projects

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

34. and 35. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

36. Example Projects Listed in Section F. In the column under each project key number (see block 37) and for each key person, insert a "1" if the person was involved in any

role with the project or a "2" if the person performed in the same or similar role as proposed for this contract. Attach an additional Section G sheet if needed.

37. Example Projects Key. List the titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information

38. Use this section to provide information specifically requested by the agency or to address selection criteria which are not covered by the information provided in Sections A-G. Typical information which may be required in this section includes: computer-aided design capabilities, metric design experience, quality management procedures, special contract capabilities, specialized equipment, security clearances, capacity to perform this contract in the required time period, knowledge of the project locality and local regulations, and contract awards by Federal agencies.

Section I. Authorized Representative

39. and 40. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

34. NAMES OF KEY PERSONNEL (From Section E, Block 15)	35. ROLE IN THIS CONTRACT (From Section E, Block 16)	36. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "1" under project key number for project participation in any role; Place "2" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	1		2							
Joseph B. Williams	Chief Mech. Engineer	2	2	2	2						
Tara C. Donovan	Chief Elec. Engineer	2	1		2						
Evan D. Summer	CADD Technician	1	1	2	1						

37. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	3	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	4	Founder's Museum, Newport RI

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41. and 42. Name and Title of Authorized Representative. Provide this information for the authorized representative who signed the form.

Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. If a firm has branch offices, prepare Part II for the specific branch office seeking work.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. See FAR Part 4. No DUNS number is required if the firm has not been issued one.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the description of the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions.

6a-6d. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years.

Insert the year that this corporate name change was effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. If Part II is prepared for a firm (including all branch offices), enter the number of employees by discipline in Col. c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in Col. c(2) and for the firm in Col. c(1). Use the relevant disciplines and associated function codes shown at the end of these instructions, and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. Each person can be counted only once according to his/her primary function.

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any additional relevant project experiences and leave the profile code blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see FAR Subpart 19.1 "Annual Receipts".

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description
01	Administrative
02	Architects
03	Biologists
04	CADD Technicians
05	Cartographers
06	Chemists
07	Construction Inspectors
08	Construction Managers
09	Draftspersons
10	Ecologists
11	Economists
	Engineers:
12	Acoustical
13	Aeronautical
14	Chemical
15	Civil
16	Communications
17	Corrosion
18	Cost (Estimators)
19	Electrical/Electronic
20	Environmental
21	Fire Protection
22	Forensic
23	Foundation/Geotechnical
24	Industrial
25	Information Systems
26	Materials
27	Mechanical
28	Mining
29	Safety/Occupational Health
30	Soils
31	Specifications
32	Structural
33	Transportation
34	Value
35	Environmental Scientists
36	Geodetic Surveyors
37	Geologists
38	Geospatial Information Systems
39	Technicians/Analysts
40	Health Facility Planners
41	Hydrologists
42	Industrial Hygienists
43	Interior Designers
44	Landscape Architects
45	Oceanographers
46	Planners: Urban/Regional
47	Project Managers
48	Risk Assessors
49	Schedulers
50	Security Specialists
51	Topographic Surveyors
52	Toxicologists

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E06	Energy Conservation; New Energy Sources
A02	Aerial Photogrammetry	E07	Engineering Economics
A03	Agricultural Development; Grain Storage; Farm Mechanization	E08	Environmental Impact Studies, Assessments or Statements
A04	Air Pollution Control	E09	Environmental Remediation
A05	Airports; Navajds; Airport Lighting; Aircraft Fueling; Paving	E10	Environmental Testing and Analysis
A06	Airports; Terminals and Hangars; Freight Handling	F01	Fallout Shelters; Blast-Resistant Design
A07	Arctic Facilities	F02	Field Houses; Gyms; Stadiums
A08	Animal Facilities	F03	Fire Protection
A09	Asbestos Abatement	F04	Fisheries; Fish ladders
A10	Auditoriums & Theaters	F05	Forensic Engineering
A11	Automation; Controls; Instrumentation	F06	Forestry & Forest products
B01	Barracks; Dormitories	G01	Galleries
B02	Bridges	G02	Garages; Vehicle Maintenance Facilities; Parking Decks
C01	Cemeteries (<i>Planning & Relocation</i>)	G03	Gas Systems (Propane; Natural, Etc.)
C02	Chemical Processing & Storage	G04	Geographic Information System Development/Analysis
C03	Child Care/Development Facilities	G05	Graphic Design
C04	Churches; Chapels	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C05	Coastal Engineering	H02	Hazardous Materials Handling and Storage
C06	Codes; Standards; Ordinances	H03	Hazardous, Toxic, Radioactive Waste Remediation
C07	Cold Storage; Refrigeration and Fast Freeze	H04	Heating; Ventilating; Air Conditioning
C08	Commercial Building (<i>low rise</i>); Shopping Centers	H05	Health Systems Planning
C09	Community Facilities	H06	Highrise; Air-Rights-Type Buildings
C10	Communications Systems; TV; Microwave	H07	Highways; Streets; Parking Lots
C11	Computer Facilities; Computer Service	H08	Historical Preservation
C12	Conservation and Resource Management	H09	Hospital & Medical Facilities
C13	Construction Management	H10	Hotels; Motels
C14	Construction Surveying	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
C15	Corrosion Control; Cathodic Protection; Electrolysis	H12	Hydraulics & Pneumatics
C16	Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing	H13	Hydrographic Surveying
C17	Cryogenic Facilities	I01	Industrial Buildings; Manufacturing Plants
D01	Dams (<i>Concrete; Arch</i>)	I02	Industrial Processes; Quality Control
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	I03	Industrial Waste Treatment
D03	Desalinization (<i>Process & Facilities</i>)	I04	Interior Design; Space Planning
D04	Design-Build	I05	Irrigation; Drainage
D05	Dining Halls; Clubs; Restaurants	J01	Judicial and Courtroom Facilities
D06	Dredging Studies and Design	L01	Laboratories
E01	Ecological & Archeological Investigations	L02	Land Boundary Surveying
E02	Educational Facilities; Classrooms	L03	Landscape Architecture
E03	Electrical Studies and Design	L04	Libraries
E04	Electronics		
E05	Elevators; Escalators; People-Movers		

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List of Experience Categories (Profile Codes)

Code	Description	Code	Description
L05	Lighting (Interior; Display; Theater, Etc.)	R06	Rehabilitation (Buildings; Structures; Facilities)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R07	Research Facilities
		R08	Resources Recovery;
		R09	Recycling Risk Analysis
M01	Materials Handling Systems; Conveyors; Sorters	R10	Rivers; Canals; Waterways; Flood Control
M02	Metallurgy	R11	Roofing
M03	Microclimatology; Tropical Engineering	S01	Safety Engineering; Accident Studies; OSHA Studies
M04	Military Design Standards	S02	Security Systems; Intruder & Smoke Detection
M05	Mining & Mineralogy	S03	Seismic Designs & Studies
M06	Missile Facilities (Silos; Fuels; Transport)	S04	Sewage Collection, Treatment and Disposal
M07	Modular Systems Design; Pre-Fabricated Structures or Components	S05	Soils & Geologic Studies; Foundations
M08	Museums	S06	Solar Energy Systems
N01	Naval Architecture; Off-Shore Platforms	S07	Solid Wastes; Incineration; Landfill
N02	Nuclear Facilities; Nuclear Shielding	S08	Special Environments; Clean Rooms, Etc.
O01	Office Buildings; Industrial Parks	S09	Structural Design; Special Structures
O02	Oceanographic Engineering	S10	Surveying; Platting; Mapping; Flood Plain Studies
O03	Ordnance; Munitions; Special Weapons	S11	Sustainable Design
		S12	Swimming Pools
		S13	Storm Water Handling & Facilities
P01	Petroleum Exploration; Refining	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P02	Petroleum and Fuel (Storage and Distribution)	T02	Testing & Inspection Services
P03	Pipelines (Cross-Country - Liquid & Gas)	T03	Traffic & Transportation Engineering
P04	Planning (Community, Regional, Areawide and State)	T04	Topographic Mapping
P05	Planning (Site, Installation, and Project)	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
P06	Plumbing & Piping Design	T06	Tunnels & Subways
P07	Prisons & Correctional Facilities	U01	Unexploded Ordnance Remediation
P08	Product, Machine Equipment Design	U02	Urban Renewals; Community Development
P09	Pneumatic Structures, Air-Support Buildings	U03	Utilities
P10	Postal Facilities	V01	Value Analysis; Life-Cycle Costing
P11	Power Generation, Transmission, Distribution	W01	Warehouses & Depots
P12	Public Safety Facilities	W02	Water Resources; Hydrology; Ground Water
R01	Radar; Sonar; Radio & Radar Telescopes	W03	Water Supply; Treatment and Distribution
R02	Radio Frequency Systems & Shieldings	W04	Wind Tunnels; Research/Testing Facilities Design
R03	Railroad; Rapid Transit		
R04	Recreation Facilities (Parks, Marinas, Etc.)	Z01	Zoning; Land Use Studies
R05	Refrigeration Plants/Systems		

ARCHITECT - ENGINEER QUALIFICATIONS		1. PAGE NUMBER	2. TOTAL PAGES
PART I - CONTRACT-SPECIFIC QUALIFICATIONS			
A. CONTRACT INFORMATION			
3. TITLE		4. LOCATION (City and State)	
5. PUBLIC NOTICE DATE		6. SOLICITATION OR PROJECT NUMBER	
B. ARCHITECT-ENGINEER POINT OF CONTACT			
7. NAME		8. TITLE	
9. TELEPHONE NUMBER	10. FAX NUMBER	11. E-MAIL ADDRESS	

C. PROPOSED TEAM

(Complete this section for the prime contractor and all other firms proposed for this contract. If a firm has branch offices, complete this section for the particular branch office(s) proposed for the contract.)

	"X" ONE				12. FIRM NAME	13. ADDRESS	14. ROLE IN THIS CONTRACT
	PRIME	JV	PARTNER	SUBCONTRACTOR			
a.							
b.							
c.							
d.							
e.							
f.							
g.							
h.							
i.							

D. ORGANIZATIONAL CHART OF FIRMS AND KEY PERSONNEL
☐ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)				PAGE NUMBER	TOTAL PAGES
15. NAME		16. ROLE IN THIS CONTRACT		17. YEARS EXPERIENCE	
				a. TOTAL	b. WITH THIS FIRM
18. FIRM NAME			19. FIRM LOCATION (City and State)		
20. EDUCATION					
a. DEGREE	b. DISCIPLINE	c. YEAR	d. SPECIALIZATION		
21. CURRENT PROFESSIONAL REGISTRATION			22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)		
a. STATE	b. YEAR FIRST REGISTERED	c. DISCIPLINE			
23. RELEVANT PROJECTS					
a.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			
b.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			
c.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			
d.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			
e.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			

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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		PAGE NUMBER	TOTAL PAGES
24. TITLE			
25. LOCATION (City and State)		26. PROJECT OWNER	
27. PROJECT OWNER'S POINT OF CONTACT			
a. NAME	b. TELEPHONE	d. E-MAIL ADDRESS	
	c. FAX NUMBER		
28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT			
<input type="checkbox"/> CHECK IF PHOTOGRAPH(S) OF PROJECT ATTACHED (If applicable)			
29. PROFESSIONAL SERVICES		30. CONSTRUCTION (If applicable)	
a. YEAR COMPLETED	b. FEE	a. YEAR COMPLETED	b. COST
31. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
b. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
c. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
d. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
e. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
f. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
g. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
h. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
i. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
32. AWARDS (If applicable)		33. ADDITIONAL PROJECT INFORMATION	

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37. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

PAGE NUMBER

TOTAL PAGES

38. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS REQUIRED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

39. SIGNATURE

40. DATE

41. NAME (Print or type)

42. TITLE (Print or type)

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SELECTION PROCEDURES FOR DESIGN PROFESSIONALS

Recommended Guidelines

CONSTRUCTION MANAGER AT RISK – COMPETITIVE QUALIFICATIONS
DELIVERY METHOD



Georgia State Financing and Investment Commission

March 2003

**STATE OF GEORGIA
PROCEDURES FOR DESIGN AND CONSTRUCTION**

III. Project Implementation Phase

C. CM/GC Competitive Qualifications

1. Design Phase

a. Selection Procedures for Design Professionals

1. Steps of the Selection Process
 - Step 1 - Information Required Prior to Advertisement
 - Step 2 - Advertisement of Project / Request for Qualifications
 - Step 3 - Selection Committee Appointment
 - Step 4 - Evaluation of Applying Firms
 - Step 5 - Development of a Shortlist
 - Step 6 - Notification of Firms on the Shortlist; Instructions for Final Submittal
 - Step 7 - Final Written Submittal and Evaluation (Optional)
 - Step 8 - Oral Presentations and Final Evaluation
 - Step 9 - Appointment by the Principal Representative
 - Step 10 - Contract Negotiation with the Recommended Firm
 - Step 11 – Notifications

b. Appendixes

1. Sample Timeline for Selection Process
2. Managerial Control of Acquisition of Professional Services
3. Guidelines for Using the DOAS Georgia Procurement Registry
4. Example Invitation for Professional Services
5. Example Shortlist Selection Criteria and Weighting and Scoring Form
6. Example Shortlist Firm Scoring Form
7. Example Shortlist Summary of All Responding Firms
8. Example Firm Reference Checking Form
9. Interview Format Recommendations
10. Example Shortlist Notification Letter & Notification For Unsuccessful Firms
11. Example Final Selection Criteria Weighting and Scoring Form
12. Example Final Selection Scoring Form
13. Example Final Selection Scoring Summary of All Shortlisted Firms
14. Example Final Selection Recommendation Letter
15. Example Notification Letter to Selected Firm
16. Example Standard Form Contract
17. Recommended Guidelines on Architectural Scopes and Fees
18. Example Notification to Unsuccessful Proponents and Giving Notice of Contract Award
19. Sample SF 330

For cases in which a project will be executed through the CM/GC process, the selection of a professional design consultant (architect, engineer,) should be in accordance with the following process. An overall timeline illustrating the typical length of time to complete this process is included in Appendix 1.

Step 1 – Information Required Prior to Advertisement

Prior to selecting any services, Agencies should confirm the major conclusions from the project predesign or program. Major conclusions to confirm (and revise, if necessary) include:

- The overall schedule has been updated or, if not, necessary adjustments have been made.
- Funding has been allocated for the required service.
- The project scope has been properly defined and updated.
- The project delivery method has been identified and deemed appropriate.
- The total project budget has been reconciled with the appropriated funds.
- The management plan has been identified.

If any of the above conclusions differ from the approved predesign reports, or if a predesign report was not completed for the project, Agencies, at a minimum, should reconcile the above critical items before initiating the selection process.

The Request for Qualifications documents may be issued electronically with the advertisement on the Georgia Procurement Registry.

Step 2 – Advertisement of Project / Request for Qualifications

Advertisement of the Project

A public notice should be prepared by the agency and posted on the Internet at the Georgia Department of Administrative Services (DOAS) Georgia Procurement Registry (<http://www.procurement.state.ga.us/>) at least 15 days prior to the due date for the response to the Request for Qualifications. The Request for Qualifications should be posted with the advertisement on the DOAS website according to DOAS standard procedures. (See DOAS contact information and guidelines in Appendix 3.) In addition, if the agency wishes, the public notice may be published in an appropriate general circulation newspaper or other medium in the vicinity of the project location. For newspaper advertisements, Agencies should reduce costs by making the printed notice as succinct as possible, referencing the DOAS website as the medium for project details and appropriate documents. For efficiency, more than one project may be advertised in a single printed notice.

The notice on the Georgia Procurement Registry should specify the location of the project, the name of the project, and the type of service being advertised (i.e., predesign, design, engineering studies, etc.) and the anticipated period of performance. The notice should also include a brief description of the project, including the general character of the project (e.g., classrooms, laboratory, prison, library, etc.), the approximate physical size of the project, the project's estimated cost, and critical factors to be considered in the selection.

Georgia Procurement Registry Solicitation Types and Definitions

A formal solicitation, **Request for Quotation**, that includes well-defined specifications or scope of work and requests sealed bids from qualified vendors. The lowest bid that complies with the specification or scope of work is awarded the contract.

Select this option
on the DOAS
Procurement
Form

→ A formal invitation, **Request for Proposal**, from an organization to vendors to provide a creative solution to a problem or a need that the organization has identified. The judgment of the vendors experience, qualifications and solution often takes precedent over price.

March 2003

A formal or informal document, **Request for Information**, soliciting information from vendors, deemed to be knowledgeable in the product or service under consideration, to gain information necessary to determine if a RFQ or RFP is appropriate for solicitation. This solicitation method is not intended to result in a contract award.

A formal invitation, **Request for Qualified Contractors**, stating predetermined qualification criteria, to solicit and qualify vendors for a subsequent RFQ or RFP solicitation. This solicitation method is not intended to result in a contract award.

The notice should specify to whom and when responses are due and the form of required response, including number of copies to be furnished. (See example advertisements in Appendix 4.) If a predesign process has been performed previously for an advertised design project, then the executive summary from the predesign document should be posted on the Georgia Procurement Registry along with the notice.

After the project has been advertised in the Georgia Procurement Registry, interested firms should not contact any agency representatives or facility users except those named in the advertisement on penalty of possible disqualification. This information must be included in the public notice.

Request for Qualifications

In order to provide an opportunity for consideration of as many firms as possible, a standard qualification package should be used. This package should consist of a letter of interest and Part II of the Standard Form 330 for the prime proponent and its principal subconsultants. It is recommended that the agency identify the evaluation criteria prior to finalizing the qualification solicitation. (See Appendix 5.)

The Agency should issue the evaluation criteria and weighting scale for the shortlist and the Final Selection Process along with the formal Request for Qualifications. The respondents should be instructed to reply with letters of interest that do not exceed four pages in length and include the following information to demonstrate their qualifications for the project:

- Prior experience of the responding consultant with successfully completed (within budget and on time) similar projects.
- Prior experience of the responding consultant with successfully completed previous State projects.
- Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects.
- Prior experience with this delivery method
- Prior experience with a collaborative design process
- Prior knowledge of local conditions or special conditions possessed by the responding consultant and/or its subconsultant(s).
- Responding consultant's proposed Project Principal, Project Manager, and Project Architect and their relevant individual experience.
- Responding consultant's proposed subconsultant Principals and Discipline Leaders and their relevant individual experience.
- Program for encouragement of minority business participation.
- Location of proposed project office.
- Demonstrated capacity to accomplish the design services within the desired schedule.
- Four references from the most closely related projects (including individuals' names, relevant responsibilities, e-mail addresses, and telephone numbers). References must not be for project more than five (5) years old.
- Responding firms litigation history
- Responding firm financial stability
- Responding firms insurance history

Step 3 - Selection Committee Appointment

Prior to or concurrent with the publication of the public notice in Step 2, the Principal Representative of an agency, as defined under the code, should appoint the Chair and members of a professional consultant Selection Committee. The Selection Committee's size may be in the range of 3 to 7 and should include representatives from the agency's professional staff, facility owner, facility maintenance, or agency management. If GSFIC is executing the contract the committee must consist of not more than two agency representatives, at least two GSFIC representatives and one independent representative appointed by the Director of GSFIC. Other neutral parties from other Agencies or the private sector with experience in design or construction may also be included. It may be valuable to include on the committee a non-facility person who has not previously served on a Selection Committee. If the selection process includes an evaluation from the qualification stage to a shortlist and then final selection, Agencies may elect to appoint different committee members for each phase. However, it is recommended that Agencies use substantially the same Selection Committee to maintain consistent evaluation.

Step 4 – Evaluation of Applying Firms

Once the project advertisement has appeared, the Selection Committee Chair should develop three proposed forms to be used in the subsequent selection deliberations: (1) Shortlist Selection Criteria Weighting and Scoring Form, (2) Shortlist Firm Scoring Form, and (3) Shortlist Scoring Summary of All Responding Firms. (See examples in Appendix 5, 6 and 7.) Additionally, the Chair should develop a proposed Firm Reference Checking Form containing questions deemed pertinent to judging the relative merits of shortlist proponents (see example in Appendix 8).

Following the deadline for receipt of the responses, the Selection Committee should convene to review the submitted qualifications of all candidate firms in accordance with the selection criteria published in the advertisement. Prior to commencing deliberations, the Chair should present the proposed forms. Any adjustments to the forms should be made that are required to achieve a consensus of the committee.

Subsequently, each member of the Selection Committee should review each firm's qualifications package and evaluate each firm using the Shortlist Firm Scoring Forms provided by the Chair.

After all members of the committee have reviewed all responses and independently completed their scoring sheets, the committee Chair should tally all the scores on the Shortlist Scoring Summary (Appendix 7) and immediately report the results to the committee.

Step 5 - Development of a Shortlist

The result of Step 4 will be the identification of no fewer than three, and no more than eight, firms that will be acknowledged as the "shortlist." Generally, three to five firms should be placed on the shortlist, the lesser number typically relating to smaller projects. No firm that currently has—or, with the award of this commission, will have—10% or more of the State's business for a running 36-month period (based on the quarterly report prepared by the State Auditor) should be included on the shortlist.

After the shortlist has been established, the Chair should assign the responsibility for checking the references of the shortlist firms to individual committee members to foster a consistent manner of gathering reference comments. The committee members should validate the recommend shortlist by completing the references checks before publicly announcing the shortlist. The committee's last action should be to determine the particulars of any final submission required from the candidates before the final selection interviews, the questions to ask during the interview, plus the format for the interviews themselves, which should be conducted in random order, normally. (See example interview format in Appendix 9.)

Step 6 – Notification of Firms on the Shortlist; Instructions for Final Submittal

The Chair should promptly notify all proposers about their success or failure in making the shortlist. Those on the shortlist should be notified by phone followed by written notice. Email may be an appropriate way to make some notifications. The notice to firms on the shortlist should include a requirement for the firms to be prepared to submit a fee schedule within three to five days following being selected, specify the steps in the remainder of the selection process, including the following:

- Location where the complete predesign document (if any) will be made available for review by shortlist firms
- Location where the standard procedures and contract may be obtained
- Place/time/host for a site visit (if appropriate)
- Schedule/location for interviews
- Appropriate form of response
- Any other information necessary or convenient to the selection process
- Consolidated list of selection committee's questions to address in interview

Example notification letters or emails are shown in Appendix 10 and Appendix 10a: "Notification to Firm that Did Not Make the Shortlist."

The Chair should request each of the firms identified on the shortlist to submit in advance of the oral presentations a Standard Form 330 Part I and a SF 330 Part II for any new subconsultant. These forms should be submitted in the number requested without cover letter or binding (stapled only). The SF 330 may be modified only as follows:

- Item F may be expanded to provide one page per project with the requested information, inclusive of project photographs or illustrations. (Firms are encouraged to include projects where individuals proposed to work on the project have had significant professional roles.)
- Item H may be enlarged to no more than six pages and should expand upon all the required information submitted in the initial letter of interest.

If a site visit has been deemed desirable, a previously identified representative of the agency should walk the site with the shortlist firms. However, all questions regarding the project must be submitted to the Agency Principal Representative, or designee, in writing or in electronic format, by a date established at the site visit in order to allow any agency responses provided to be sent to all shortlist firms in a timely fashion.

Step 7 - Final Written Submittal and Evaluation (Optional)

The Selection Committee Chair should make certain that the SF 330 submittal packages are promptly provided to all the members of the Selection Committee, along with proposed forms developed by the Chair to be used in the final selection process. Forms include a Final Selection Criteria Weighting and Scoring Form, a Final Selection Firm Scoring Form, and a Final Selection Scoring Summary of All Shortlist Firms. (See examples in Appendix 11, 12, and 13.)

The results of the reference checking assigned in Step 5 should be documented and distributed to all members of the Selection Committee. Prior to the oral presentation and interview, the committee members should review all of these materials.

Step 8 - Oral Presentations and Final Evaluation

At a time previously designated by the Chair, the Selection Committee should convene to receive oral presentations from each of the shortlist firms. In closed session prior to the commencement of oral interviews, any adjustments required to achieve a consensus of the committee regarding the forms to be used during the final selection process should be made, and copies of all completed Firm Reference Check Forms (see Appendix 8) should be distributed and discussed. Subsequently, interviews should proceed in accordance with the previously announced format.

After each oral presentation, the Selection Committee should ask each proponent to confirm that the firms on the project team and the key personnel identified in the initial submittal are still anticipated to make up the final project team that will provide the services, if selected. Each proponent should be advised that, if it is selected, the final team that it has presented will become the basis of the contract negotiations and agree that changes in the proposed design team (firms or key personnel) after this point can be made only with the express permission of the agency. The Selection Committee members should then ask all other questions that they deem pertinent. Selection Committee members are encouraged to reach a tentative score on each proposer after each individual presentation.

At the conclusion of all presentations, the Selection Committee should discuss each of the presenting teams, the committee member's tentative scoring, and issues raised about each presenter and score each interviewing firm on forms provided by the Chair. Subsequently, the Chair will total the individual scores on the Final Selection Scoring Form and announce the firm with the highest score. The committee should then deliberate on the result to reach consensus. The committee chair should prepare a final score sheet and have each member sign the final score sheet. This firm will become the recommended selection to the Principal Representative. The remaining firms also will be ranked in descending order based on their final scores. The members of the Selection Committee should not discuss its recommendations with persons (other than the Principal Representative) who are not on the Selection Committee nor advise any firm of its recommendation.

Step 9 - Appointment by the Principal Representative

The Selection Committee Chair should prepare a Final Selection Recommendation Letter (see Appendix 14) and forward it to the Principal Representative. The recommendation letter should briefly describe the project, define its anticipated scope, provide the date and place of its public advertisement, describe the character of professional services needed, and recommend that the commission be offered to the highest ranked firm by name. Accompanying the letter should be the Shortlist Scoring Summary of All Responding Firms and the Final Selection Scoring Summary of All Shortlist Firms, which will list both the applying firms and the shortlist firms with their scores and rankings. The Principal Representative should subsequently approve the ranking and authorize negotiation with the most highly recommended firm (or for good cause direct the Selection Committee to reconsider its recommendation).

Step 10 – Contract Negotiation with the Recommended Firm

Following the Principal Representative's ratification of a final selection, the Selection Committee Chair should notify the selected firm (see Appendix 15) and set a meeting to initiate contract negotiations. The agency and selected firm should discuss the scope of work required for the project, schedule, any special project requirements, and fee. The agreement should use the standard form contract, fee schedule and definition of Additional Services. A copy of the standard form contract is included in Appendix 16. Guidance on Additional Services recommended typical fees by project types and sizes is included in Appendix 17. If the agency is unable to reach acceptable contract terms with the highest ranked firm, the agency should provide written notice of termination of contract negotiations with that firm and should initiate contract negotiations with the second-ranked firm from the shortlist. This process is repeated until an acceptable contract is negotiated. The contract will be considered executed and binding after authorized signature by the parties.

Step 11 –Notification of Final Award

After a contract has been executed, all proponents should be notified in writing of the award and the rank order of all shortlist proponents. The notification should state that any proponent may obtain a copy of the Shortlist Scoring Summary of All Responding Firms and the Final Selection Scoring Summary of All Shortlist Firms by writing to the Principal Representative and enclosing a stamped, self-addressed envelope. The summaries provided should not divulge the scores assigned by individual Selection Committee members. (See Example Notice of Contract Award Letter in Appendix 18.) If requested by an unsuccessful proponent, the Chair of the Selection Committee should be available to debrief the proponent on the outcome of the procurement. It is in the best interest of the State to describe the rationale for the selection to the unsuccessful proponents so that they may improve their performance in other competition and improve the quality of professional services provided to the State.

Use of Telecommunications

For projects of limited scope (usually less than \$250,000 in fees) or of limited complexity, the shortlisting and selection process may be executed using teleconferencing or videoconferencing to expedite or facilitate the procedures outlined above. However, it is expected that the same basic steps will be followed to assure that all proponents are afforded a fair opportunity to compete.

Alternative Selection Method

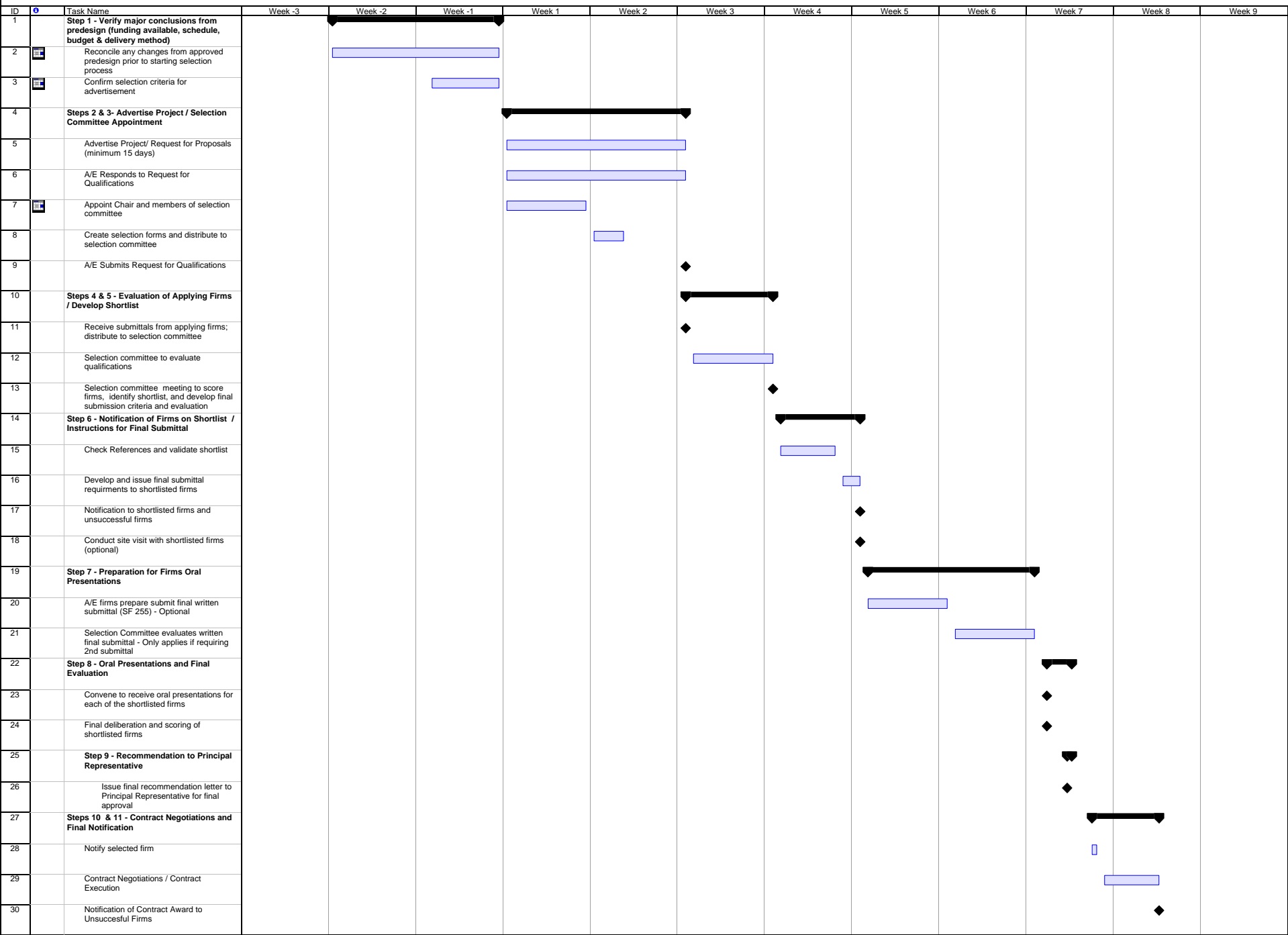
Code¹ Section 50-22-1 to -9 is the legal basis for the selection of professional services by the State. The selection procedure described in these guidelines is based on a method in the Code referred to as “selection by contract negotiations.” An alternative method of selection allowed in the Code is referred to as “selection by other than contract negotiations.” In this alternative method, a shortlist of qualified firms is developed in the same manner as described in Step 1 to Step 4, above, and then selection is accomplished by consideration of cost and “other factors.” Although either method is permissible, most professional service selections should follow the procedure described in these guidelines, based on “selection by contract negotiations” because of the nature of the services being provided.

¹ Official Code of Georgia. See <http://www.ganet.org/cgi-bin/pub/ocode/ocgsearch?docname=OCODE/G/50/22/1>

APPENDIX 1

SAMPLE TIMELINE FOR SELECTION PROCESS

Architect Selection Timeline



APPENDIX 2
MANAGERIAL CONTROL OVER ACQUISITION OF PROFESSIONAL SERVICES
OCG 50-22-1 TO 50-22-9

50-22-1.

The purpose of this chapter is to provide managerial control by the state over the acquisition of the professional services provided by architects, professional engineers, landscape architects, and land surveyors. It is declared to be the policy of this state to announce publicly requirements for such professional services, to encourage all qualified persons to put themselves in a position to be considered for a contract, and to enter into contracts for such professional services on the basis of demonstrated competence and qualification for the types of professional services required at fair and reasonable fees.

50-22-2.

As used in this chapter, the term:

(1) "Agency" means every state department, agency, board, bureau, commission, and authority, unless otherwise exempted under the provisions of subsection (b) of Code Section 50-22-7.

(2) "Person" means an individual, a corporation, a partnership, a business trust, an association, a firm, or any other legal entity.

(2.1) "Predesign" means that phase of an activity where requirements programming, site analysis, and other appropriate studies are conducted to develop essential information, including cost estimates, to support and advance the decision-making process prior to the design and implementation phases of an activity.

(3) "Principal representative" means the governing board of a state agency or the executive head of a state agency that is authorized to contract for the agency for professional services.

(4) "Professional services" means those services within the scope of the following:

- (A) The practice of architecture, as defined in paragraph (3) of Code Section 43-4-1;
- (B) The practice of professional engineering, as defined in paragraph (11) of Code Section 43-15-2;
- (C) The practice of land surveying, as defined in paragraph (6) of Code Section 43-15-2; or
- (D) The practice of landscape architecture, as defined in paragraph (3) of Code Section 43-23-1.

(5) "Project" means any activity requiring professional services estimated by the state agency to have:

- (A) A cost in excess of \$1 million; or
- (B) Costs for professional services in excess of \$75,000.00.

50-22-3.

Public notice shall be required for each proposed project that requires professional services. Such public notice shall be given at least 15 days prior to the selection of the three or more most highly qualified persons by the principal representative or the principal representative's designee pursuant to subsection

(b) of Code Section 50-22-4. Such public notice shall be given by publication at least once in the Georgia Procurement Registry established under subsection (b) of Code Section 50-5-69 and in addition may be given by publication in one or more daily newspapers of general circulation in this state, shall contain a general description of the proposed project, and shall indicate what selection method shall be used and the procedure by which interested persons may apply for consideration for the contract.

50-22-4.

(a) Any person desiring to provide professional services to a state agency shall submit to the agency a statement of qualifications and performance data and such other information as may be required by the agency. The agency may request such person to update such statement periodically in order to reflect changed conditions in the status of such person.

(b) For each proposed project for which professional services are required, the principal representative or his designee of the state agency for which the project is to be done shall evaluate statements of qualifications and performance data as required in the public notice provided for in Code Section 50-22-3 and shall conduct discussions with not less than three persons regarding their qualifications, approaches to the project, abilities to furnish the required professional services, anticipated design concepts, and use of alternative methods of approach for furnishing the required professional services. The principal representative or his designee shall then select not less than three nor more than eight persons deemed to be most highly qualified to perform the required professional services after considering, and based upon, such factors as the ability of professional personnel, past performance, willingness to meet time requirements, project location, office location, the professional's current and projected workloads, the professional's approach, quality control procedures, the volume of work previously awarded to the person by the state agency, and the extent to which said persons have and will involve minority subcontractors, with the object of effecting an equitable distribution of contracts among qualified persons as long as such distribution does not violate the principle of selection of the most highly qualified person. In selection, as mentioned in this Code section, persons who maintain an office in Georgia shall be given preference when qualifications appear to be equal.

50-22-5.

(a) After selecting not less than three nor more than eight persons deemed to be the most highly qualified to perform the required professional services, the principal representative or his designee shall then send a notice in writing to each person so selected defining the scope of the required professional services and then shall select a person to provide the professional services based upon additional factors such as the cost of providing the professional services and other factors as the agency deems appropriate or as required by law; provided, however, that, if the agency selects the person to provide professional services through contract negotiations, the provisions of Code Section 50-22-6 shall apply.

(b) In cases where Code Section 50-22-6 is not applicable, such additional factors to be considered shall be available to interested persons at the time of the public notice provided for in Code Section 50-22-3 and shall be presented in writing to any person selected for consideration of the project pursuant to Code Section 50-22-4.

50-22-6.

(a) In cases where the agency shall select the person to provide the professional services through contract negotiations, the principal representative or his designee shall rank in order not less than three nor more than eight persons deemed most qualified to perform such professional services. The principal representative or his designee shall then negotiate a contract with the highest qualified person providing professional services for such services at compensation that the principal representative or his designee

determines in writing to be fair and reasonable. In making such decision, the principal representative or his designee shall take into account the estimated value of the services to be rendered and the scope, complexity, and professional nature thereof.

(b) If the principal representative or his designee is unable to negotiate a satisfactory contract with the person considered to be the most qualified at a price the principal representative determines to be fair and reasonable, negotiations with that person shall be formally terminated. The principal representative or his designee shall then undertake negotiations with the second most qualified person. If the principal representative or his designee fails to negotiate a contract with the second most qualified person, the principal representative or his designee shall formally terminate such negotiations. The principal representative or his designee shall then undertake negotiations with the third most qualified person.

(c) If the principal representative or his designee is unable to negotiate a satisfactory contract with any of the selected persons, the principal representative or his designee shall either select additional persons in order of their competence and qualifications and continue negotiations in accordance with this Code section until a contract is reached or review the contract under negotiation to determine the possible cause for failure to achieve a negotiated contract.

(d) Each contract for professional services entered into by the principal representative shall contain a prohibition against contingent fees as follows: the architect, registered land surveyor, professional engineer, or landscape architect, as applicable, warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for him, to solicit or secure this contract and that he has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for him, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or the making of this contract.

(e) Upon any violation of this Code section, the principal representative shall have the right to terminate the contract without liability and, at his discretion, to deduct from the contract price or recover otherwise the full amount of such fee, commission, percentage, or consideration.

50-22-7.

(a) Notwithstanding any other provisions of this chapter, there shall be no public notice requirement or utilization of the selection process as provided for in this chapter for projects in which the state agency is able to reuse existing drawings, specifications, designs, or other documents from a prior project by retention of the person who provided the professional services and who prepared the original documents.

(b) Notwithstanding any other provisions of this chapter, the Board of Regents and University System of Georgia shall be exempt from the provisions of this chapter.

(c) The provisions of Code Section 50-6-25, relating to the eligibility of architectural and engineering firms to do business with the state, shall not be affected or superseded by the provisions of this chapter.

(d) Notwithstanding any other provisions of this chapter, there shall be no public notice requirement or utilization of the selection process as provided for in this chapter for services required for the predesign phase of any state agency construction project unless the state agency estimates the predesign phase alone to have costs for professional services in excess of \$75,000.00. No award of a contract to provide predesign services under this exemption shall be interpreted to preclude the lawful necessity to give public notice and use the selection process for design of projects meeting the criteria of paragraph (5) of Code Section 50-22-2. Costs for predesign services, whether or not those services are exempt under this subsection, shall be added to any other costs of an activity for purposes of determining whether the activity is a project.

50-22-8.

A state agency shall be authorized to promulgate rules and regulations to carry out the provisions of this chapter.

50-22-9.

In an emergency situation, agencies may waive all the requirements of this chapter and select by the most expeditious means possible the person to provide the professional services.

APPENDIX 3
GUIDELINES ON USING THE DOAS GEORGIA PROCUREMENT Registry

How to Post Bids on the Internet

State Purchasing Policy requires that ALL bid opportunities in excess of \$10,000 be posted on the State's Procurement Registry. There are NO exceptions to this requirement.

In addition, agencies are encouraged to post requirements of less than \$10,000 when time is available in order to reach out to the vendor community, especially small and minority-owned businesses.

The following describes the minimum time frame for advertising bids and proposals to the Procurement Registry. Note that the number of days DOES NOT INCLUDE the day that the bid is posted so that, for example, a bid posted to the Procurement Registry on March 1 with a requirement of 30 calendar days cannot open earlier than March 31.

A minimum of 10 working days must be allowed for the return of all written "regular" bids between \$10,000 and \$100,000.
A minimum of 10 working days must be allowed for any sealed bid in excess of \$100,000 except as noted below.
A minimum of 15 calendar days must be allowed for contracts, other than construction, when the expected expenditure for the contract is in excess of \$250,000. <i>NOTE: When calculating expenditures for multi-year leases, rentals or installment purchase financing, include the total estimate, not just the estimate for the current fiscal year.</i>
A minimum of 30 calendar days must be allowed for any construction projects with expenditures in excess of \$250,000.
A minimum of 15 calendar days must be allowed for any project which includes professional services as described in the Official Code of Georgia (OCGA) 50-22 in excess of \$1 million.
A minimum of 15 calendar days must be allowed for costs of professional services as described in the OCGA 50-22 in excess of \$75,000.

Please note that the above are minimums. Certain bid opportunities may require longer advertising time on the Internet for an adequate return of competitive responses. Agencies are responsible for exercising good judgment when determining bid closing dates beyond the requirements listed above.

Posting requires access to the Internet. If your agency's procurement office does not have access to the Internet, it is suggested that your management be apprised of this requirement and that appropriate action be taken to provide such access.

In order to obtain access to the posting site, you must have a User Name and a Password. In order to obtain these, contact State Purchasing's Bid Officer, @ 404-657-6000.

Note: The Georgia Procurement Registry satisfies the previous requirements for legal advertisements. Agencies may still post legal advertisements in publications if they wish, but it is no longer required.

GENERAL INSTRUCTIONS AND TIPS

On the Internet enter the following address: www.ganet.org/purchase/bidding/doasbid.cgi.

Hit "enter".

Enter the User Name and your password.

Hit "enter".

When the web site comes up, bookmark it for future use (if this is your first time using this site).

Using your mouse, choose one of the Types of Purchase: Capital Construction; Maintenance and Renovations; Highway Construction; Professional Consulting; Request for Proposals; or General Bid Opportunities. Choose only one.

Using your mouse, click on the arrow under the box marked "Value Range." Click on the dollar range that falls within the estimated dollar amount of the Request for Quote (RFQ) or Request for Proposal (RFP). If you make an error, click on the gray button at the bottom of the page marked "Clear."

Using your mouse, click on the gray button marked "Submit" located above the "Clear" button.

When the next screen appears, click into the box marked "Bid Number." Enter the bid number. Use hyphens where appropriate.

Click into the box marked "Commodity Code". Enter the appropriate 5-digit NIGP Commodity Code WITHOUT A HYPHEN OR A SPACE.

Click into the box marked "Bid Closing Date." Enter the bid closing date using a "xx/xx/xxxx" format (for example: 03/01/1999).

Click in the box marked "Bid Closing Time." Enter the time deadline for submission of bids. Be sure to note a.m. or p.m.

Click in the box marked "Contact Name." You can enter the buyer's name or the name or title of the person to contact for a copy of the bid documents.

Click in the box marked "Contact Phone." Enter the phone number in a "xxx-xxx-xxxx" format (for example: 404-657-6000).

Click in the box marked "Project Title." Enter a brief description of what the bid covers. Click on the arrow in the box marked "Location." Select the county to which the goods are to be delivered or the service(s) performed.

Click in the box marked "How to secure bid." Describe the method for vendors to obtain a copy of the bid. If you want them to fax requests, be sure to note all the information you will need. For example:

"To receive a copy of a bid packet, fax your request to XXX-XXX-XXXX . Please provide the following information: the bid number, closing time & date of bid closing, company name, address, contact person, telephone number, TIN or SSN. Copies of bids can be mailed , sent Federal Express: Bill Recipient or held for pickup. Please include on your fax request which of these methods you prefer. If you chose Federal Express: Bill Recipient, be sure to include your Federal Express account number."

Click in the box marked "Description." Here is your opportunity to provide more than the information entered in the box marked "Project Title." THIS IS AN UNLIMITED FIELD. Here are some tips:

- The main ideas behind the registry are: (1) To alert the public about bid opportunities and (2) To provide enough information about the bids so that vendors do not request bids they are not capable of bidding on.

- Because of the software used in this application, the information will all "wrap", that is, it will ignore spaces and paragraphs and one sentence or word will follow the preceding sentence or word. If you wish to separate sentences, phrases or words, use five asterisks (*****) or five periods (.....).

- If the bid is for a justifiable "Sole Brand", insert the phrase "No substitutions. Bidders must be authorized XXXX resellers" or words to that effect. There is no reason to waste time, paper and postage because a vendor is not aware that substitutions will not be accepted and cannot provide the brand specified.

- If there is to be a site visit/walk-through or bidders conference, note the date, time and location of it.

- If the bid is for equipment that the vendor must install, note "Bid price MUST include installation." Conversely, if the bid is for equipment that normally requires professional installation, but which the agency plans to install itself, note "Bid price will NOT include installation. Agency will perform installation" or words to that effect. This information should also be part of the Request for Quote. This information will cut down on phone calls from confused vendors.

- If the purchase of equipment is to include training, so note.

- You can cut and paste from Word and WordPerfect documents into this area.

- If the bid is for an open agency contract, a fixed agency contract, a service maintenance contract or a lease/rental or installment purchase, always indicate that this is the case. Indicate the term of the contract (For example: "one-year open contract for noisemakers for the Georgia Department of Fun" or "a 36-month lease of worm incubators for Georgia Mid-South University").

- If there are only a few line items, you may want to list them. If they're more than a few, you may want to describe them in general terms (For example: "pipe and related plumbing items - 37 line items").

- Delivery may be to more than one location. If so, clarify in the descriptions (For example: "items are to be delivered to 27 department sites in various locations throughout the State of Georgia".)

Make sure that there are no errors. Once the process is complete, and the notice has been posted you cannot make changes from your PC.

OOPS! I MADE A MISTAKE. NOW WHAT?

If you discover typos or other errors after the posting has been made, you cannot change them from your PC. You must contact the Bid Officer at the State Purchasing Bid Office (fax 404-651-6763) and ask that the personnel in the Bid Office make the changes. Also, please fax any bid cancellations, closing date extensions or addenda to this office so that the postings can be kept up-to-date. In all cases, specify the RFQ or RFP number and the bid closing date as it currently appears on the Internet Procurement Registry.

APPENDIX 4
EXAMPLE INVITATION FOR PROFESSIONAL SERVICES
(Sample advertisements for predesign, design, engineering studies, others)

The (INSERT AGENCY NAME) seeks professional services for the development of a predesign study for a (INSERT PROJECT TYPE) to be constructed on (INSERT PROJECT LOCATION). For reference purposes, the facility is currently identified as the (INSERT PROJECT NAME). The scope of predesign services shall generally be in accordance with the latest version of Predesign of Major Capital Projects: Recommended Guidelines, published by the Office of Planning and Budget and the Georgia State Financing and Investment Commission available at http://www.opb.state.ga.us/capital_budgeting.htm

PROJECT DESCRIPTION

As currently envisioned, the building complex will include INSERT PROJECT SCOPE AND VALUE . The Authority will select the predesign professional for this project as provided in Chapter 22 of Title 50 of the Official Code of Georgia Annotated, in particular O.C.G.A. Section 50-22-6. Proposing firms shall complete the Standard Form 330 Part II and the following questions in the requested format.

1. List X projects successfully completed by the proposing firm of similar scope and type using this delivery method.
2. List X projects successfully completed by the proposing firm of similar budget to this project.
3. List X projects successfully completed by the proposing firm of similar schedule to this project.
4. Have you worked previously with the Owner or Using Agency? If so, please list up to three projects in which the same Owner and Using Agency were involved. Identify the size and scope of the projects.
5. List up to X projects successfully completed by your other proposed design disciplines of similar scope and type to this project.
6. Your firm's or your other proposed design disciplines' prior knowledge of local conditions or special conditions.
7. Provide relevant individual experience of the responding consultant's proposed Project Principal and Project Manager (include resumes of key individuals)
8. Provide relevant individual experience of the responding consultant's proposed other design disciplines' Principals and Discipline Leaders.
9. Are you a minority business enterprise?
10. Provide the location of your firm's headquarters and the location of the office that will administer the project.
11. Briefly address unique project approach (i.e. Unique schedule requirements, cost management plan)
12. Does your organization have any pending litigation? If so, please explain. Has your company been part of any litigation over the past 5 years?
13. Is your firm currently the debtor in a bankruptcy case? Was your firm in bankruptcy at any time in the last five years? If so, please explain.
14. In the past five years, has any claim against your firm concerning your firm's work on design project been filed in court or arbitration?
15. At any time has your insurance made any payments on your firm's behalf as a result of default or error's and omissions? If so, please explain.

Firms having capabilities and experience for this study are invited to submit the following items (six stapled copies / no bindings) by (INSERT DUE DATE, TIME, AGENCY CONTACT AND DELIVERY ADDRESS)

1. Summary letter (not to exceed four pages) addressing the significant selection factors published above (excluding information provided in the accompanying SF330 Part II and Reference List described below).
2. Standard Form 330 Part II (not more than one year old) for the responding consultant and its principal subconsultants.

3. List of four references from the responding consultant's most closely related projects completed in the last three years on which the consultant served as the prime consultant (including individuals' names, relevant responsibilities, e-mail addresses, fax numbers, and telephone numbers).

Attempts to contact any agency representative in connection with this invitation (other than the individual designated above) or failure to provide fully responsive submittal information may lead to disqualification. This is not a request for a proposal.

APPENDIX 5 EXAMPLE SHORTLIST SELECTION CRITERIA WEIGHTING AND SCORING FORM

PROJECT: _____

The Selection Committee should develop the appropriate weighting for each advertised selection factor based upon perceived importance for this particular project. It is recommended that weightings in the following ranges be utilized:

- | | | |
|-------|---|------------------|
| 7-8-9 | - | Highly Important |
| 4-5-6 | - | Important |
| 1-2-3 | - | Not Critical |

For the purposes of this shortlist selection, the following weights have been assigned to the selection factors published in the Invitation:

		Weight
1	The responding consultant has successfully completed projects of similar scope and type using this delivery method.	
2	The responding consultant has successfully completed State or local government public works contracts of similar scope and type regardless of delivery method.	
3	The responding consultant's other proposed design disciplines have successfully completed similar projects.	
4	The responding consultant and their design disciplines have adequate prior knowledge of local conditions or special conditions relative to the project.	
5	The responding consultant's proposed Project Principal and Project Manager have adequate prior experience.	
6	The responding consultant's proposed other design disciplines' Principals and Discipline Leaders have adequate prior relevant experience	
7	The responding consultant has a program for encouragement of minority business participation.	
8	The responding consultant's references provided satisfactory judgement of the firm's prior experience on closely related projects.	
9	The responding consultant's project office is within a reasonable travel distance from the project site.	
10	The quality of response in relation to requested submittal information was satisfactory.	
11	The responding consultant provided an adequate response to the project specific criteria (i.e. Unique schedule requirements, cost management plan)	
12	The firm's is financial stable with no pending or past bankruptcy issues.	
13	The firm's litigation record in the past five years is satisfactory.	
14	The firm's insurance record in the past five years is satisfactory.	

Subsequently, each firm should be rated on a scale of 1 to 9 points on each weighted selection factor in accordance with the following scale:

- | | | |
|-------|---|-----------|
| 7-8-9 | - | Excellent |
| 4-5-6 | - | Good |
| 1-2-3 | - | Weak |

A total score for each firm should then be compiled by multiplying each weighted selection factor by the firm's quality score on each factor and then totaling all the individual weighted factor scores to arrive at the firm's total score.

APPENDIX 6
EXAMPLE SHORTLIST FIRM SCORING FORM
(Each Selection Committee member should fill out one form per proponent.)

PROJECT: _____

LEAD FIRM NAME: _____

EVALUATION DATE: _____

SELECTION FACTORS	WEIGHT	RATING	SCORE
The responding consultant has successfully completed projects of similar scope and type using this delivery method.		7-8-9 4-5-6 1-2-3	
The responding consultant has successfully completed State or local government public works contracts of similar scope and type regardless of delivery method.		7-8-9 4-5-6 1-2-3	
The responding consultant's other proposed design disciplines have successfully completed similar projects.		7-8-9 4-5-6 1-2-3	
The responding consultant and their design disciplines have adequate prior knowledge of local conditions or special conditions relative to the project.		7-8-9 4-5-6 1-2-3	
The responding consultant's proposed Project Principal and Project Manager have adequate prior experience.		7-8-9 4-5-6 1-2-3	
The responding consultant's proposed other design disciplines' Principals and Discipline Leaders have adequate prior relevant experience		7-8-9 4-5-6 1-2-3	
The responding consultant has a program for encouragement of minority business participation.		7-8-9 4-5-6 1-2-3	
The responding consultant's project office is within a reasonable travel distance from the project site.		7-8-9 4-5-6 1-2-3	
The quality of response in relation to requested submittal information was satisfactory.		7-8-9 4-5-6 1-2-3	
The responding consultant provided an adequate response to the project specific criteria (i.e. Unique schedule requirements, cost management plan)		7-8-9 4-5-6 1-2-3	
The firm's is financial stable with no pending or past bankruptcy issues.			
The firm's litigation record in the past five years is satisfactory.		7-8-9 4-5-6 1-2-3	
The firm's insurance record in the past five years is satisfactory.		7-8-9 4-5-6 1-2-3	
The responding consultant's references provided satisfactory judgement of the firm's prior experience on closely related projects.		7-8-9 4-5-6 1-2-3	

TOTAL SCORE: _____

APPENDIX 8
EXAMPLE FIRM REFERENCE CHECKING FORM

INTERVIEWER'S NAME: _____

DATE OF INTERVIEW: _____

NAME OF PROFESSIONAL FIRM: _____

NAME OF REFERENCE: _____

INSTRUCTIONS:

After a shortlist has been made, the Selection Committee should normally develop four to six set standard questions to ask each reference. Then committee members should be randomly assigned to personally call each the assigned references. Examples questions are shown below:

QUESTION 1: How would you rate Firm XYZ's overall performance on your recently completed office building?

QUESTION 2: Did firm XYZ performance in any way negatively impact affect the project schedule?

QUESTION 3: Did firm XYZ performance in any way negatively impact affect the project budget?

QUESTION 4: Was there continuity in Firm XYZ's principal and project management team throughout the life of the project?

QUESTION 5: Would you hire Firm XYZ to do another project for you in the near future?

Question 6: Did firm XYZ meet bid package deadlines?

Question 7: Did firm XYZ work collaboratively with the contractor on value analysis?

APPENDIX 9 INTERVIEW FORMAT RECOMMENDATIONS

The Selection Committee, before adjourning the shortlist development session, should determine what interview rules it wishes the proponents to follow during the formal interview process so they may be communicated to shortlisted firms in the Shortlist Notification Letter. The rules should be adjusted to serve the needs of the specific project for which the selection is being conducted, but here is one set that generally works well for most projects.

Time

- Normally 30 minutes for presentation, 10 minutes for questions and answers, and 5 minutes before and after for setup and knockdown.
- This allows proponents to be scheduled on the hour and still have time for a brief break.
- Preferably, interviews are all conducted the same day by all the same interviewers with evaluation completed before adjournment.

Media

- Normally presentation boards only.
- Proponents bring their own easels.
- No handouts other than agenda with proponent's attendees listed.

Presenters

- Three to five including Project Principal, Project Manager, Project Architect and key consultants who will work on the Project.
- The Project Interior Designer should also attend if the Project scope includes interiors.

APPENDIX 10
EXAMPLE SHORTLIST NOTIFICATION LETTER

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Susan Smith, AIA
Firm XYZ Architects, Inc.
123 Peachtree St. NE
Atlanta, Georgia 30331

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

July 1, 2000

Dear Ms. Smith:

On behalf of the Selection Committee for the above-referenced project, I am pleased to inform you that your firm is one of those shortlisted for a final selection interview. Interviews are scheduled to take place on August 14, 2000, in the GBA Training Room at the above address on the following schedule:

XYZ Architects	9:00—9:50 a.m.
The ABC Group	10:00—10:50 a.m.
Team EFG	11:00-11:50 a.m.
JKL Associates	1:00—1:50 p.m.

If you have a schedule conflict and are able to work out an exchange for your time slot with another shortlisted firm, you are free to do so provided you notify me at least one business day in advance.

You will be allotted 30 minutes for your presentation, 10 minutes for questions and answers, and 5 minutes before and after for setup and knockdown. Please do not use any video, slides, or models. Our preferred medium is presentation boards or flip charts with firms responsible for bringing their own easels. No handouts other than an agenda with the consultant's team representatives listed are desired.

Please bring five individuals to represent your proposed team, including your Project Principal, Project Manager, Project Architect, Project Interior Designer, and Lead Civil Engineer, since this study involves detailed programming and site investigation services.

If you wish to review the standard services agreement we intend to employ as the basis for your consultant contract, you may obtain a copy from this office by calling and requesting that it be made available to you by fax or electronic media.

A mandatory site visit will be conducted in advance of your interview at 10:00 a.m. on July 21, 2000. At that time, you will be provided a site survey and will have the opportunity to ask questions. While oral answers may be provided at that time, you should rely only on those written responses that subsequently will be e-mailed to your office.

At least five business days prior to your scheduled interview, please have delivered to this office seven copies of Standard Form 330 Part I (SF 330) for your proposed team and SF 330 Part II for any consultants added or changed since your original submittal (see attached SF 330 Part I & II) . These forms should be submitted without cover letter or binding (stapled only), and the SF 330 may be modified only as follows:

- Item F may be expanded to provide one page per project with the requested information, inclusive of project photographs or illustrations. (Firms are encouraged to include projects where individuals proposed to work on the project have had significant professional roles.)
- Item H may be enlarged to no more than 5 pages and should expand upon all the required information submitted in the initial response submittal.

Please remember that no one on your team should have any contact with any agency personnel, other than the signer, for the purpose of discussing this project on penalty of possible disqualification. We look forward to your presentation.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Copy: Selection Committee Members

APPENDIX 10a
EXAMPLE NOTIFICATION TO FIRM THAT DID NOT MAKE THE SHORTLIST

**GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334**

July 1, 2002

Jane Doe, Director of Facilities

Mr. Cletus de la Renta, AIA
Nextime Design, Inc.
123 Sourtree St. NE
Atlanta, Georgia 30333

Dear Mr. de la Renta:

Re: Predesign Study
 New State Office Building at Capitol Avenue
 Atlanta, Georgia

On behalf of the Selection Committee for the above-referenced project, I wish to thank your firm for submitting the qualifications of your team for the above referenced assignment. Unfortunately, the Georgia Building Authority has elected not to select your firm for this particular project.

We appreciate your interest in Georgia Building Authority projects and hope that you will consider responding to future opportunities.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

APPENDIX 11
EXAMPLE FINAL SELECTION CRITERIA WEIGHTING AND SCORING FORM

(This form may also be used as the evaluation criteria for the Final Submittal Package (SF 330 Part I).

PROJECT: _____

The Selection Committee may reuse the same selection criteria weighting as used in the shortlisting process or adjust the weighting at its discretion based on new information or perceptions. Normally, the following weighting would be utilized:

7-8-10	-	Highly Important
4-5-7	-	Important
1-2-4	-	Not Critical

For the purposes of this final selection, the following weights have been assigned to the selection factors

		Weight
1	Capacity: The firm demonstrated adequate capacity to give the project the attention it deserves.	
2	The proposed team members have adequate experience in the product type.	
3	The proposed subconsultants involved in the project demonstrated the capability of handling this type/size project.	
4	The firm has unique experience and qualifications to design this size/type project.	
5	The firm demonstrated a proven history for completing design within established schedules.	
6	The firm demonstrated a proven history for producing well coordinated quality contract documents.	
	Project Specific Approach	
7	The firm provided an innovative approach for meeting or exceeding the schedule requirements.	
8	The proposed team had synergy between the key team representatives. The proposed team connected well with the selection committee.	
9	The design options were feasible and in line with the program goals.	
10	They recognized and addressed the technical challenges. They demonstrated they have the ability to solve problems.	
11	They provided a realistic plan on how they will ensure quality plans and specs for this project.	
12	They provided a realistic and appropriate schedule approach for the project.	
13	They provided a realistic and appropriate cost control approach for the project.	
14	They conveyed good solutions to potential problems.	

Subsequently, each firm should be rated on a scale of 1 to 9 points on each weighted selection factor in accordance with the following scale:

7-8-9	-	Excellent
4-5-7	-	Good
1-2-4	-	Weak

A total score for each firm should then be compiled by multiplying each weighted selection factor by the firm's quality score on each factor and then totaling all the individual weighted factor scores to arrive at the firm's total score.

APPENDIX 12
EXAMPLE FINAL SELECTION FIRM SCORING FORM
(Each Selection Committee member should fill out one form per proponent.)

PROJECT: _____

LEAD FIRM NAME: _____

EVALUATION DATE: _____

SELECTION FACTORS	WEIGHT	RATING	SCORE
Capacity: The firm demonstrated adequate capacity to give the project the attention it deserves.		7-8-9 4-5-6 1-2-3	
The proposed team members have adequate experience in the product type.		7-8-9 4-5-6 1-2-3	
The proposed subconsultants involved in the project demonstrated the capability of handling this type/size project.		7-8-9 4-5-6 1-2-3	
The firm has unique experience and qualifications to design this size/type project.		7-8-9 4-5-6 1-2-3	
The firm demonstrated a proven history for completing design within established schedules.		7-8-9 4-5-6 1-2-3	
The firm demonstrated a proven history for producing well coordinated quality contract documents.		7-8-9 4-5-6 1-2-3	
The firm provided an innovative approach for meeting or exceeding the schedule requirements.		7-8-9 4-5-6 1-2-3	
The proposed team had synergy between the key team representatives. The proposed team connected well with the selection committee.		7-8-9 4-5-6 1-2-3	
The design options were feasible and in line with the program goals.		7-8-9 4-5-6 1-2-3	
They recognized and addressed the technical challenges. They demonstrated they have the ability to solve problems.		7-8-9 4-5-6 1-2-3	
They provided a realistic plan on how they will ensure quality plans and specs for this project.		7-8-9 4-5-6 1-2-3	
They provided a realistic and appropriate schedule approach for the project.		7-8-9 4-5-6 1-2-3	
They provided a realistic and appropriate cost control approach for the project.		7-8-9 4-5-6 1-2-3	
They conveyed good solutions to potential problems.		7-8-9 4-5-6 1-2-3	

TOTAL SCORE: _____

APPENDIX 13
EXAMPLE FINAL SELECTION SCORING SUMMARY OF ALL SHORTLISTED FIRMS
(Ranks represent averages of Selection Committee's scores.)

PROJECT: _____

EVALUATION DATE: _____

S E L E C T I O N C R I T E R I A

FIRM	Rater A	Rater B	Rater C	Rater D	Rater E	Rater F	Rater G	SCORE	RANK

NOTE: Normally, the opportunity to negotiate a final agreement should be offered to the highest rank firm.

Signatures of Selection Committee Members:

1.

4.

5.

2.

3.

6.

7.

APPENDIX 14
EXAMPLE FINAL SELECTION RECOMMENDATION LETTER

1 Martin Luther King, Jr. Drive **GEORGIA BUILDING AUTHORITY**
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Jonetta Jones
Executive Director
Georgia Building Authority
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

August 1, 2000

Dear Ms. Jones:

The Selection Committee for the above-referenced project has conducted a shortlisting and interview process as provided in Chapter 22 of Title 50 of the Official Code of Georgia Annotated, in particular O.C.G.A. Section 50-22-6. This project was first published on www.ganet.org/purchase/ on June 1, 2000.

The services required of the selected consultant may be described generally as the development of a predesign study for a new multi-agency administrative office building to be constructed on Capitol Avenue adjacent to I-75/85 in downtown Atlanta, Georgia. The scope of predesign services will be generally in accordance with the latest version of Predesign of Major Capital Projects: Recommended Guidelines published by the Office of Planning and Budget and the Georgia State Financing and Investment Commission. As currently envisioned, the building complex will include approximately 275,000 sf of administrative space (80% open / 20% closed offices), a cafeteria, a 550-car parking deck, a "mini-mall" of public services, and related ancillary facilities. The total project square footage and construction cost are currently believed to be in the range of 500,000 sf and \$55,000,000, respectively.

Attached please find the Shortlist Final Scoring Form of All Responding Firms and the Final Selection Scoring Form of All Shortlisted Firms (which indicates the selection factors deemed most relevant). Based on the final results of our screening process, we recommend to you as the Authority's Principal Representative (as defined under O.C.G.A. Section 50-22-6) that the Georgia Building Authority enter into final contract negotiations with the most highly ranked firm, XYZ Architects, Inc.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Attachments
Copy w/ attachments: Selection Committee Members

APPENDIX 15
EXAMPLE NOTIFICATION LETTER TO SELECTED FIRM

**GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334**

Jane Doe, Director of Facilities

Ms. Susan Smith, AIA
XYZ Architects, Inc.
123 Peachtree St. NE
Atlanta, Georgia 30331

Re: Predesign Study
 New State Office Building at Capitol Avenue
 Atlanta, Georgia

August 15, 2000

Dear Ms. Smith:

On behalf of the Selection Committee for the above referenced project, I am pleased to inform you that your firm has been selected to enter into contract negotiations for the advertised predesign study. Congratulations!

Please contact me at your earliest convenience so that we can proceed to finalize the agreement for the services of the selected XYZ Architects' team. However, I must remind you that if we are unable to conclude a mutually agreeable contract for the required services, the Georgia Building Authority will be obliged to terminate negotiations with XYZ Architects and enter into discussions with the second-ranked firm.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Copy: Selection Committee Members

APPENDIX 16
EXAMPLE STANDARD FORM CONTRACT

PLEASE CONTACT THE CONSTRUCTION DIVISION OF
THE GEORGIA STATE FINANCING AND INVESTMENT COMMISSION AT
(404) 463-8599 FOR A COPY OF THE
CONTRACT CURRENTLY IN USE.

APPENDIX 17
RECOMMENDED GUIDELINES ON ARCHITECTURAL SCOPES AND FEES

CURRENTLY
UNDER
DEVELOPMENT

APPENDIX 18
EXAMPLE LETTER TO UNSUCCESSFUL PROPONENTS GIVING NOTICE OF AWARD NOTICE OF
CONTRACT AWARD

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Mr. Sam Roberts, AIA
The ABC Group.
321 Fifth St. NE
Atlanta, Georgia 30332

Re: Predesign Study
 New State Office Building at Capitol Avenue
 Atlanta, Georgia

September 1, 2000

Dear Mr. Roberts:

On behalf of the Selection Committee for the above-referenced project, I wish to thank The ABC Group for submitting the qualifications of your team for the above referenced assignment. However, the Georgia Building Authority has elected to contract with another team lead by XYZ Architects, Inc.

We appreciate your interest in Georgia Building Authority projects and hope you will consider responding to future opportunities.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Attachment

APPENDIX 19
SAMPLE SF 330 IN BLANK

DEPARTMENT OF DEFENSE**GENERAL SERVICES
ADMINISTRATION****NATIONAL AERONAUTICS AND
SPACE ADMINISTRATION****48 CFR Parts 1, 36, and 53****[FAR Case 2000–608]****RIN 9000–AJ15****Federal Acquisition Regulation; New
Consolidated Form for Selection of
Architect-Engineer Contractors**

AGENCIES: Department of Defense (DoD), General Services Administration (GSA), and National Aeronautics and Space Administration (NASA).

ACTION: Proposed rule.

SUMMARY: The Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) are proposing to amend the Federal Acquisition Regulation (FAR) to replace SF 254, Architect-Engineer and Related Services Questionnaire, and SF 255, Architect-Engineer and Related Services Questionnaire for Specific Projects, with SF 330, Architect-Engineer Qualifications. SF 330 reflects current architect-engineer practices in a streamlined and updated form, organized in data blocks that readily support automation.

DATES: Interested parties should submit comments in writing on or before December 18, 2001 to be considered in the formulation of a final rule.

ADDRESSES: Submit written comments to: General Services Administration, FAR Secretariat (MVP), 1800 F Street, NW., Room 4035, ATTN: Laurie Duarte, Washington, DC 20405. Submit electronic comments via the Internet to: farcase.2000–608@gsa.gov

Please submit comments only and cite FAR case 2000–608 in all correspondence related to this case.

FOR FURTHER INFORMATION CONTACT: The FAR Secretariat, Room 4035, GS Building, Washington, DC, 20405, at (202) 501–4755 for information pertaining to status or publication schedules. For clarification of content, contact Ms. Cecelia L. Davis, Procurement Analyst, at (202) 219–0202. Please cite FAR case 2000–608.

SUPPLEMENTARY INFORMATION:**A. Background**

An interagency ad hoc committee developed SF 330. The ad hoc committee based the development of the form on Federal Facilities (FCC) Council Technical Report No. 130, “[Joint

Federal-industry] Survey on the Use of SFs 254 and 255 for Architect-Engineer Qualifications,” 1996 (The Federal Facilities Council is an arm of the Congressionally chartered National Academy of Sciences.) The report states that Federal agencies and the architect-engineer industry strongly endorse maintaining a structured format for presenting architect-engineer qualifications. The report also concludes that the SFs 254 and 255 need improvement.

Both Federal and industry architect-engineer practitioners believe that the forms need streamlining, as well as updating to facilitate electronic usage. Hence the SFs 254 and 255 have been consolidated into SF 330. The SF 330 reflects current architect-engineer practices in a streamlined and updated form organized in data blocks that readily support automation.

The proposed rule replaces SFs 254 and 255 with SF 330 and makes related FAR revisions in 1.106, 36.603, 36.702, 53.236–2 and 53.301–330. The proposed rule makes the following changes:

- Merges the SFs 254 and 255 into a single streamlined SF 330.
- Expands essential information about qualifications and experience such as an organizational chart of all participating firms and key personnel.
- Reflects current architect-engineer disciplines, experience types and technology.
- Eliminates information of marginal value such as a list of all offices of a firm.
- Permits limited submission length thereby reducing costs for both the architect-engineer industry and the government.
- Facilitates electronic usage by organizing the form in data blocks.

SF 330, Part II, Block 5.b. requests information based on the North American Industry Classification System (NAICS). Effective October 1, 2000, the FAR was revised to convert size standards and other programs in the FAR that are currently based on the Standard Industrial Classification (SIC) code system to NAICS (65 FR 46055). The SF 330 has been revised to comply with the aforementioned, October 1, 2000, FAR revision.

Pending public comment, this is not considered a significant regulatory action and, therefore, is not subject to review under Section 6(b) of Executive Order 12866, Regulatory Planning and Review, dated September 30, 1993. This rule is not a major rule under 5 U.S.C. 804.

B. Regulatory Flexibility Act

The Councils do not expect this proposed rule to have a significant economic impact on a substantial number of small entities within the meaning of the Regulatory Flexibility Act, 5 U.S.C. 601, *et seq.*, because the rule only replaces two standard forms, with one consolidated streamlined standard form. An Initial Regulatory Flexibility Analysis has, therefore, not been performed. We invite comments from small businesses and other interested parties. The Councils will consider comments from small entities concerning the affected FAR Parts 1, 36, and 53 in accordance with 5 U.S.C. 610. Interested parties must submit such comments separately and should cite 5 U.S.C. 601, *et seq.* (FAR case 2000–608), in correspondence.

C. Paperwork Reduction Act

The Paperwork Reduction Act (Pub. L. 104–13) applies because the proposed rule contains information collection requirements. The proposed rule replaces the current SF 254, Architect-Engineer and Related Services, and the current SF 255, Architect-Engineer and Related Services Questionnaire for Specific Project, Questionnaire, with a new SF 330, Architect-Engineer Qualifications. The current SF 254 approved information collection requirement states that it takes 1 hour to complete; and the current SF 255 approved information collection requirement states that it takes 1.2 hours to complete. Experience has shown that these hours are substantially underestimated. The SF 330, Architect-Engineer Qualifications, has been developed by an interagency ad hoc committee, based on Federal Facilities (FCC) Council Technical Report No. 130, “[Joint Federal-industry] Survey on the Use of SFs 254 and 255 for Architect-Engineer Qualifications,” 1996. Accordingly, the FAR Secretariat has submitted a request for approval of a new information collection requirement concerning OMB control number 9000–00XX, New Consolidated Form for Selection of Architect-Engineer Contractors, to the Office of Management and Budget under 44 U.S.C. 3501, *et seq.*

Annual Reporting Burden

Public reporting burden for this collection of information is estimated to average 29 hours (25 hours for Part 1 and 4 hours for Part 2) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and

reviewing the collection of information. Because of the tailoring required by the form for each project submittal, there are virtually no savings in burden hours by repeat submittals.

The annual reporting burden is estimated as follows:

Respondents: 5000.

Responses per respondent: 4.

Total annual responses: 20,000.

Preparation hours per response: 29.

Total response burden hours: 580,000.

D. Request for Comments Regarding Paperwork Burden

Submit comments, including suggestions for reducing this burden, not later than December 18, 2001 to: FAR Desk Officer, OMB, Room 10102, NEOB, Washington, DC 20503, and a copy to the General Services Administration, FAR Secretariat (MVP), 1800 F Street, NW., Room 4035, Washington, DC 20405.

Public comments are particularly invited on: Whether this collection of information is necessary for the proper performance of functions of the FAR, and will have practical utility; whether our estimate of the public burden of this collection of information is accurate, and based on valid assumptions and methodology; ways to enhance the quality, utility, and clarity of the information to be collected; and ways in which we can minimize the burden of the collection of information on those who are to respond, through the use of appropriate technological collection techniques or other forms of information technology.

Requester may obtain a copy of the justification from the General Services Administration, FAR Secretariat (MVP), Room 4035, Washington, DC 20405, telephone (202) 501-4755. Please cite OMB Control Number 9000-00XX, FAR Case 2000-608 New Consolidated Form for Selection of Architect-Engineer Contractors, in all correspondence.

List of Subjects in 48 CFR Parts 1, 36, and 53

Government procurement.

Dated: October 11, 2001.

Al Matera,

Director, Acquisition Policy Division.

Therefore, DoD, GSA, and NASA propose to amend 48 CFR parts 1, 36, and 53 as set forth below:

1. The authority citation for 48 CFR parts 1, 36, and 53 continues to read as follows:

Authority: 40 U.S.C. 486(c); 10 U.S.C. chapter 137; and 42 U.S.C. 2473(c).

PART 1—FEDERAL ACQUISITION REGULATIONS SYSTEM

1.106 [Amended]

2. Amend Section 1.106 in the table following the introductory text by removing from the column "FAR segment" the entries "SF 254" and "SF 255" and their corresponding OMB Control Numbers; and by adding, in sequential order, to the FAR segment column "SF 330" and the corresponding OMB Control Number "9000-00XX".

PART 36—CONSTRUCTION AND ARCHITECT-ENGINEER CONTRACTS

3. Amend Section 36.603 by—

a. Revising paragraph (b) and the introductory text of paragraph (c);

b. Removing from paragraph (d) introductory text "shall" and adding "must" in its place;

c. Removing from paragraph (d)(1) "SF 254" and adding "SF 330, Part II" in its place; and

d. Removing from paragraph (d)(2) "SF's 254 and 255" and inserting "SF 330" in its place.

The revised text reads as follows:

36.603 Collecting data on and appraising firms' qualifications.

* * * * *

(b) *Qualifications data.* To be considered for architect-engineer contracts, a firm must file with the appropriate office or board the Standard Form 330, "Architect-Engineer Qualifications", Part II, and when applicable, SF 330, Part I.

(c) *Data files and the classification of firms.* Under the direction of the parent agency, offices or permanent evaluation boards must maintain an architect-engineer qualifications data file. These offices or boards must review the SF 330 filed, and must classify each firm with respect to—

* * * * *

4. Amend Section 36.702 by revising paragraph (b) to read as follows:

36.702 Forms for use in contracting for architect-engineer services.

* * * * *

(b) The SF 330, Architect-Engineer Qualifications, shall be used to evaluate firms before awarding a contract for architect-engineer services:

(1) Use the SF 330, Part I—Contract-Specific Qualifications, to obtain information from an architect-engineer firm about its qualifications for a specific contract when the contract amount is expected to exceed the simplified acquisition threshold. Part 1 may be used when the contract amount is expected to be at or below the simplified acquisition threshold, if the contracting officer determines that its use is appropriate.

(2) Use the SF 330, Part II—General Qualifications, to obtain information from an architect-engineer firm about its general professional qualifications.

* * * * *

PART 53—FORMS

5. Amend Section 53.236-2 by revising the section heading and paragraph (b); and by removing paragraph (c) and redesignating paragraph (d) as (c). The revised text reads as follows:

53.236-2 Architect-engineer services (SFs 252, 330, and 1421).

* * * * *

(b) *SF 330 (xx/01), Architect-Engineer Qualifications.* SF 330 is prescribed for use in obtaining information from architect-engineer firms regarding their professional qualifications, as specified in 36.702(b)(1) and (2).

* * * * *

53.301-254 and 53.301-255 [Removed]

5. Sections 53.301-254 and 53.301-255 are removed.

53.301-330 [Added]

6. Section 53.301-330 is added as follows:

53.301-330 Architect-Engineer Qualifications.

BILLING CODE 6820-EP-P

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0004

Expires:

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVP), Acquisition Policy Division, GSA, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 541-544) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection and interviews with at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract with the most highly qualified firm at a fair and reasonable price.

The information used to evaluate firms is from this form and other sources; it includes performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that is part of the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that is part of the proposed team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS**Part I - Contract-Specific Qualifications:**

1. and 2. Page Number and Total Pages. Number each page of Part I sequentially, including any additional sheets, and indicate the total number of pages on each page.

Section A. Contract Information.

3. and 4. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

5. Public Notice Date. Enter the posted date of the agency's notice on FedBizOpps, other form of public announcement or agency request for this contract.

6. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact

7-11. Name, Title, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

DRAFT

Section C. Proposed Team

12-14. **Firm Name, Address, and Role in This Contract.** Indicate the contractual relationship (prime contractor, joint venture partner or subcontractor) and provide the name, full mailing address, and role of each firm that will be involved in performance of this contract. If a firm has branch offices, indicate each individual branch office that will be part of the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Firms and Key Personnel

On a separate sheet, inserted after Section C, present an organizational flowchart showing each firm (and each branch office, if appropriate) listed in Section C, and the names and roles of all key personnel listed in Section E.

Section E. Resumes of Key Personnel Proposed for This Contract

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

15. **Name.** Self-explanatory.

16. **Role in This Contract.** Self-explanatory.

17. **Years Experience.** Total years of relevant experience (block 17a), and years of relevant experience with this firm, but not necessarily the same branch office (block 17b).

18. and 19. **Firm Name and Firm Location.** Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

20. **Education.** Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of emphasis for each degree under Specialization (block 20d). If the person has more than two relevant degrees, show in Other Professional Qualifications (block 22).

21. **Current Professional Registration.** Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36. If the person has more than two relevant professional registrations, show in Other Professional Qualifications (block 22).

22. **Other Professional Qualifications.** Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, security clearance, and foreign language capabilities.

23. **Relevant Projects.** Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. If any of the professional services or construction projects are not complete, leave Year Completed (block (3)) blank and indicate the status in Description (block (4)). Only attach photographs if requested by the agency.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

24. **Title.** Title of project or contract.

25. **Location.** Self-explanatory.

26. **Project Owner.** Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

27. **Project Owner's Point of Contact.** Provide information about a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

28. **Brief Description of Project and Relevance to This Contract.** Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Only attach photographs if requested by the agency.

29. and 30. **Professional Services and Construction.** Enter the year completed and cost of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed and cost of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed (block 29a or 30a) blank and indicate the status in Brief Description (block 28).

31. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as in Section C.

32. Awards. Describe any awards the project received from governmental agencies or industry or professional organizations. Only attach the awards if requested by the agency.

33. Additional Project Information. Enter specific data requested by the agency for each example project. See the Commerce Business Daily or other types of announcements.

Section G. Key Personnel Participation in Example Projects

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

34. and 35. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

36. Example Projects Listed in Section F. In the column under each project key number (see block 37) and for each key person, insert a "1" if the person was involved in any

role with the project or a "2" if the person performed in the same or similar role as proposed for this contract. Attach an additional Section G sheet if needed.

37. Example Projects Key. List the titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information

38. Use this section to provide information specifically requested by the agency or to address selection criteria which are not covered by the information provided in Sections A-G. Typical information which may be required in this section includes: computer-aided design capabilities, metric design experience, quality management procedures, special contract capabilities, specialized equipment, security clearances, capacity to perform this contract in the required time period, knowledge of the project locality and local regulations, and contract awards by Federal agencies.

Section I. Authorized Representative

39. and 40. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

34. NAMES OF KEY PERSONNEL (From Section E, Block 15)	35. ROLE IN THIS CONTRACT (From Section E, Block 16)	36. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "1" under project key number for project participation in any role; Place "2" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	1		2							
Joseph B. Williams	Chief Mech. Engineer	2	2	2	2						
Tara C. Donovan	Chief Elec. Engineer	2	1		2						
Evan D. Summer	CADD Technician	1	1	2	1						

37. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	3	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	4	Founder's Museum, Newport RI

DRAFT

STANDARD FORM 330 ii PAGE 3

41. and 42. Name and Title of Authorized Representative. Provide this information for the authorized representative who signed the form.

Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. If a firm has branch offices, prepare Part II for the specific branch office seeking work.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. See FAR Part 4. No DUNS number is required if the firm has not been issued one.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the description of the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions.

6a-6d. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years.

Insert the year that this corporate name change was effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. If Part II is prepared for a firm (including all branch offices), enter the number of employees by discipline in Col. c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in Col. c(2) and for the firm in Col. c(1). Use the relevant disciplines and associated function codes shown at the end of these instructions, and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. Each person can be counted only once according to his/her primary function.

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any additional relevant project experiences and leave the profile code blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see FAR Subpart 19.1 "Annual Receipts".

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description
01	Administrative
02	Architects
03	Biologists
04	CADD Technicians
05	Cartographers
06	Chemists
07	Construction Inspectors
08	Construction Managers
09	Draftspersons
10	Ecologists
11	Economists
	Engineers:
12	Acoustical
13	Aeronautical
14	Chemical
15	Civil
16	Communications
17	Corrosion
18	Cost (Estimators)
19	Electrical/Electronic
20	Environmental
21	Fire Protection
22	Forensic
23	Foundation/Geotechnical
24	Industrial
25	Information Systems
26	Materials
27	Mechanical
28	Mining
29	Safety/Occupational Health
30	Soils
31	Specifications
32	Structural
33	Transportation
34	Value
35	Environmental Scientists
36	Geodetic Surveyors
37	Geologists
38	Geospatial Information Systems
39	Technicians/Analysts
40	Health Facility Planners
41	Hydrologists
42	Industrial Hygienists
43	Interior Designers
44	Landscape Architects
45	Oceanographers
46	Planners: Urban/Regional
47	Project Managers
48	Risk Assessors
49	Schedulers
50	Security Specialists
51	Topographic Surveyors
52	Toxicologists

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E06	Energy Conservation; New Energy Sources
A02	Aerial Photogrammetry	E07	Engineering Economics
A03	Agricultural Development; Grain Storage; Farm Mechanization	E08	Environmental Impact Studies, Assessments or Statements
A04	Air Pollution Control	E09	Environmental Remediation
A05	Airports; Navajds; Airport Lighting; Aircraft Fueling; Paving	E10	Environmental Testing and Analysis
A06	Airports; Terminals and Hangars; Freight Handling	F01	Fallout Shelters; Blast-Resistant Design
A07	Arctic Facilities	F02	Field Houses; Gyms; Stadiums
A08	Animal Facilities	F03	Fire Protection
A09	Asbestos Abatement	F04	Fisheries; Fish ladders
A10	Auditoriums & Theaters	F05	Forensic Engineering
A11	Automation; Controls; Instrumentation	F06	Forestry & Forest products
B01	Barracks; Dormitories	G01	Galleries
B02	Bridges	G02	Garages; Vehicle Maintenance Facilities; Parking Decks
C01	Cemeteries (<i>Planning & Relocation</i>)	G03	Gas Systems (Propane; Natural, Etc.)
C02	Chemical Processing & Storage	G04	Geographic Information System Development/Analysis
C03	Child Care/Development Facilities	G05	Graphic Design
C04	Churches; Chapels	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C05	Coastal Engineering	H02	Hazardous Materials Handling and Storage
C06	Codes; Standards; Ordinances	H03	Hazardous, Toxic, Radioactive Waste Remediation
C07	Cold Storage; Refrigeration and Fast Freeze	H04	Heating; Ventilating; Air Conditioning
C08	Commercial Building (<i>low rise</i>); Shopping Centers	H05	Health Systems Planning
C09	Community Facilities	H06	Highrise; Air-Rights-Type Buildings
C10	Communications Systems; TV; Microwave	H07	Highways; Streets; Parking Lots
C11	Computer Facilities; Computer Service	H08	Historical Preservation
C12	Conservation and Resource Management	H09	Hospital & Medical Facilities
C13	Construction Management	H10	Hotels; Motels
C14	Construction Surveying	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
C15	Corrosion Control; Cathodic Protection; Electrolysis	H12	Hydraulics & Pneumatics
C16	Cost Engineering and Analysis; Parametric Costing; Forecasting; Risk Analysis; Life Cycle Costing	H13	Hydrographic Surveying
C17	Cryogenic Facilities	I01	Industrial Buildings; Manufacturing Plants
D01	Dams (<i>Concrete; Arch</i>)	I02	Industrial Processes; Quality Control
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	I03	Industrial Waste Treatment
D03	Desalinization (<i>Process & Facilities</i>)	I04	Interior Design; Space Planning
D04	Design-Build	I05	Irrigation; Drainage
D05	Dining Halls; Clubs; Restaurants	J01	Judicial and Courtroom Facilities
D06	Dredging Studies and Design	L01	Laboratories
E01	Ecological & Archeological Investigations	L02	Land Boundary Surveying
E02	Educational Facilities; Classrooms	L03	Landscape Architecture
E03	Electrical Studies and Design	L04	Libraries
E04	Electronics		
E05	Elevators; Escalators; People-Movers		

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List of Experience Categories (Profile Codes)

Code	Description	Code	Description
L05	Lighting (Interior; Display; Theater, Etc.)	R06	Rehabilitation (Buildings; Structures; Facilities)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R07	Research Facilities
		R08	Resources Recovery;
		R09	Recycling Risk Analysis
M01	Materials Handling Systems; Conveyors; Sorters	R10	Rivers; Canals; Waterways; Flood Control
M02	Metallurgy	R11	Roofing
M03	Microclimatology; Tropical Engineering	S01	Safety Engineering; Accident Studies; OSHA Studies
M04	Military Design Standards	S02	Security Systems; Intruder & Smoke Detection
M05	Mining & Mineralogy	S03	Seismic Designs & Studies
M06	Missile Facilities (Silos; Fuels; Transport)	S04	Sewage Collection, Treatment and Disposal
M07	Modular Systems Design; Pre-Fabricated Structures or Components	S05	Soils & Geologic Studies; Foundations
M08	Museums	S06	Solar Energy Systems
N01	Naval Architecture; Off-Shore Platforms	S07	Solid Wastes; Incineration; Landfill
N02	Nuclear Facilities; Nuclear Shielding	S08	Special Environments; Clean Rooms, Etc.
O01	Office Buildings; Industrial Parks	S09	Structural Design; Special Structures
O02	Oceanographic Engineering	S10	Surveying; Platting; Mapping; Flood Plain Studies
O03	Ordnance; Munitions; Special Weapons	S11	Sustainable Design
		S12	Swimming Pools
		S13	Storm Water Handling & Facilities
P01	Petroleum Exploration; Refining	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P02	Petroleum and Fuel (Storage and Distribution)	T02	Testing & Inspection Services
P03	Pipelines (Cross-Country - Liquid & Gas)	T03	Traffic & Transportation Engineering
P04	Planning (Community, Regional, Areawide and State)	T04	Topographic Mapping
P05	Planning (Site, Installation, and Project)	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
P06	Plumbing & Piping Design	T06	Tunnels & Subways
P07	Prisons & Correctional Facilities	U01	Unexploded Ordnance Remediation
P08	Product, Machine Equipment Design	U02	Urban Renewals; Community Development
P09	Pneumatic Structures, Air-Support Buildings	U03	Utilities
P10	Postal Facilities	V01	Value Analysis; Life-Cycle Costing
P11	Power Generation, Transmission, Distribution	W01	Warehouses & Depots
P12	Public Safety Facilities	W02	Water Resources; Hydrology; Ground Water
R01	Radar; Sonar; Radio & Radar Telescopes	W03	Water Supply; Treatment and Distribution
R02	Radio Frequency Systems & Shieldings	W04	Wind Tunnels; Research/Testing Facilities Design
R03	Railroad; Rapid Transit		
R04	Recreation Facilities (Parks, Marinas, Etc.)	Z01	Zoning; Land Use Studies
R05	Refrigeration Plants/Systems		

ARCHITECT - ENGINEER QUALIFICATIONS		1. PAGE NUMBER	2. TOTAL PAGES
PART I - CONTRACT-SPECIFIC QUALIFICATIONS			
A. CONTRACT INFORMATION			
3. TITLE		4. LOCATION (City and State)	
5. PUBLIC NOTICE DATE		6. SOLICITATION OR PROJECT NUMBER	
B. ARCHITECT-ENGINEER POINT OF CONTACT			
7. NAME		8. TITLE	
9. TELEPHONE NUMBER	10. FAX NUMBER	11. E-MAIL ADDRESS	

C. PROPOSED TEAM

(Complete this section for the prime contractor and all other firms proposed for this contract. If a firm has branch offices, complete this section for the particular branch office(s) proposed for the contract.)

	"X" ONE				12. FIRM NAME	13. ADDRESS	14. ROLE IN THIS CONTRACT
	PRIME	JV	PARTNER	SUBCONTRACTOR			
a.							
b.							
c.							
d.							
e.							
f.							
g.							
h.							
i.							

D. ORGANIZATIONAL CHART OF FIRMS AND KEY PERSONNEL
☐ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)				PAGE NUMBER	TOTAL PAGES
15. NAME		16. ROLE IN THIS CONTRACT		17. YEARS EXPERIENCE	
				a. TOTAL	b. WITH THIS FIRM
18. FIRM NAME			19. FIRM LOCATION (City and State)		
20. EDUCATION					
a. DEGREE	b. DISCIPLINE	c. YEAR	d. SPECIALIZATION		
21. CURRENT PROFESSIONAL REGISTRATION			22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)		
a. STATE	b. YEAR FIRST REGISTERED	c. DISCIPLINE			
23. RELEVANT PROJECTS					
a.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			
b.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			
c.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			
d.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			
e.	(1) TITLE	(2) LOCATION (City and State)	(3) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) DESCRIPTION (Brief scope, size, cost, etc.)		(5) SPECIFIC ROLE		
		<input type="checkbox"/> Check if photos attached			

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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		PAGE NUMBER	TOTAL PAGES
24. TITLE			
25. LOCATION (City and State)		26. PROJECT OWNER	
27. PROJECT OWNER'S POINT OF CONTACT			
a. NAME	b. TELEPHONE	d. E-MAIL ADDRESS	
	c. FAX NUMBER		
28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT			
<input type="checkbox"/> CHECK IF PHOTOGRAPH(S) OF PROJECT ATTACHED (If applicable)			
29. PROFESSIONAL SERVICES		30. CONSTRUCTION (If applicable)	
a. YEAR COMPLETED	b. FEE	a. YEAR COMPLETED	b. COST
31. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
b. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
c. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
d. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
e. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
f. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
g. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
h. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
i. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
32. AWARDS (If applicable)		33. ADDITIONAL PROJECT INFORMATION	

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37. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

PAGE NUMBER

TOTAL PAGES

38. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS REQUIRED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

39. SIGNATURE

40. DATE

41. NAME (Print or type)

42. TITLE (Print or type)

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